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TENDER ADDENDUM NO 1

PUBLISHED ON 7TH FEBRUARY 2025

EXTENSION OF TENDER SUBMISSION DEADLINE AND CLARIFICATIONS

Pursuant to Section 75(1) of the Public Procurement and Asset Disposal Act, 2015, the Authority wishes to inform eligible bidders that the submission deadline for tenders advertised on 28th January 2025, originally set to close on 11th February 2025, has been extended to **18th February 2025 at 11:00 A.M.**

Additionally, the clarifications sought by bidders have been addressed for the tenders listed below:

1. TENDER NO. AFA/OT/39/2024-2025

Tender for Supply, Installation, and Customization of an Electronic Document Management System (EDMS).

Clarification on the Specifications and Priced Activity Schedules table on page 79 of the Tender Document.

1 No.	2 Description	3 No of users	4 Delivery Date 2 months after signing the Contract	5 Quantity and physical unit	6 Unit price	7 Total Price per Service (Col. 5*6)
1.	Supply, installation, configuration, customization, testing, commissioning, and maintenance of electronic document management system (EDMS)	LOT		1		
2.	License for: (EDMS Share point Risk, CRM,	100 users 10 Administrators Action-officers 50		150		

1 No.	2 Description	3 No of users	4 Delivery Date 2 months after signing the Contract	5 Quantity and physical unit	6 Unit price	7 Total Price per Service (Col. 5*6)
	Legal Modules)	(Concurrent users 50) Where applicable with the proposed solution				
3.	Supply of a Digitization Scanner as per specifications given	1		1		
4.	Training Administrators and TOTs in Nairobi.	25		25		
5.	Support and Maintenance	LOT		1 year		
6.	Any other relevant costs					
	16% VAT					
	0.03% PPRA Levy					
	Total Tender Price					

Recurrent Costs

Kindly give the cost of the annual renewal of the licenses and support

No	Description	Unit	Amount (Ksh) VAT Inclusive
1.	Total cost of Renewal of all licences	1 year	
2.	Annual Support and Maintenance	1 year	
	Total		

Name of the Tenderer.....

Signature of Tenderer.....

Date

2. INVITATION TO TENDER AND DATA SHEET

The tender, which was initially reserved for AGPO Women, is now open to all. Additionally, Mandatory Requirement (MR) 20 has been added.

No.	Requirements	Must Comply
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MR19	AGPO Certificate applicable to firms participating in any of the special groups	
MR20	Attach a bid bond Security of Kshs. 100,000.00(One Hundred Thousand) from a reputable bank OR Dully filled tender Securing Declaration form for AGPO Suppliers and must remain valid for 175 days after the opening date of the tender	

2. TENDER NO. AFA/OT/37/2024-2025 Tender for supply, Installation, and Support of an Enterprise Resource Planning System (ERP).

Clarification on the Specifications and Priced Activity Schedules table on page 72 of the Tender Document.

1 No	2 Description	3 No of users	4 Delivery 4 months after signing the Contract	5 Quantity and physical unit	6 Unit price	7 Total Price per Service (Col. 5*6)
1. Licenses						
	Normal Users	300				
	Procurement	15				
	Finance	30				
	Human Resource	20				
	Audit	10				
	System Administrators	15				
	(Concurrent users 70)	70				
	Where applicable with the proposed solution					
	Business intelligence	30				
2. Core Module Implementation						
	System Design and development of AFA's core Modules as per the scope of work in the TORs	1				
Integration	Integration with Existing systems (IMIS, EDMS)	1				
BI	Business Intelligence	1				
3. Project Implementation Activities						
A.	System Requirements Analysis and software requirements document development.	1				

1 No	2 Description	3 No of users	4 Delivery 4 months after signing the Contract	5 Quantity and physical unit	6 Unit price	7 Total Price per Service (Col. 5*6)
B.	Testing, deployment, and implementation	1				
C.	System Administration Training (Certified)	4				
D.	User and Administrator training in Nairobi	200 users				
E.	Data Migration, Go-live & operations	1				
4.	Annual Support and Maintenance	1				
5.	Any other relevant costs					
	16% VAT					
	0.03% PPRA Levy					
	Total Tender Price					

Summary of costs

SN NO	Description	SUB TOTALS
1.	Licenses	
2.	Core Module Implementation	
3.	Project Implementation Activities	
4.	Annual Support and Maintenance	
5.	Any other relevant costs	
	16% VAT	
	0.03% PPRA levy	
	Grand Total	

Recurrent Costs

Kindly give the cost of the annual renewal of the licenses and support

No	Description	Unit	Amount (Ksh) VAT Inclusive
1.	Total cost of Renewal of all licences	1 year	

2.	Annual Support and Maintenance	1 year	
	Total		

Name of the Tenderer.....

Signature of Tenderer.....

Date

3. TENDER NO. AFA/OT/38/2024-2025 Tender for supply of Cloud email services with Data loss prevention.

Clarification on the Specifications and Priced Activity Schedules table page 79 of the tender Document.

1 No	2 Description	3 No of users	4 Delivery Date 3 months after contract signing	5 Quantity and physical unit	6 Unit price	7 Total Price per Service (Col. 5*6)
1.	Email, Desktop, and web Office business Standard License with DLP or equivalent (Where applicable)	100		100		
2.	Email, web office business license with DLP or equivalent (Where applicable)	200		200		
3.	Exchange Online Plan 50GB	1		1		
4.	Installation and Migration, integration for notifications on the existing system. Installation and setup of email solution from current C-panel	1		1		
5.	Training 12 ICT officers to be trained on administering the	12		12		

1 No	2 Description	3 No of users	4 Delivery Date 3 months after contract signing	5 Quantity and physical unit	6 Unit price	7 Total Price per Service (Col. 5*6)
	Email Solution and its components.					
6.	Annual Support and Maintenance	Lot		1 Year		
	16% VAT					
	0.03% PPRA Levy					
	Total Tender Price					

Recurrent Costs

Kindly give the cost of the annual renewal of the licenses and support

No	Description	Unit	Amount (Ksh) VAT Inclusive
A.	Total cost of Renewal of all licences	1 year	
B.	Annual Support and Maintenance	1 year	
	Total		

Name of the Tenderer.....

Signature of Tenderer.....

Date

NOTE: All other provisions of the Tender documents remain unchanged.

AG. DDEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT

FOR: DIRECTOR GENERAL