



**KENYATTA UNIVERSITY**  
**TEACHING, REFERRAL & RESEARCH HOSPITAL (KUTRRH)**  
**OFFICE OF THE CHIEF EXECUTIVE OFFICER**

---

Ext: 1107/ 1106

Email : info@kutrrh.go.ke

**INTERNAL MEMO**

**DATE: 07<sup>TH</sup> MAY 2026**

**RE: ADDENDUM NO. 1: KUTRRH/TNDR/S/028/PAVTS /2025-2026, TENDER FOR PROVISION OF ASSET VERIFICATION, VALUATION AND ASSET TAGGING SERVICES**

The above is to provide clarification on the following of the above-mentioned tender:

Clarification/Amendment; we write to seek clarification regarding the clauses below.

1. Tender Security Amount

On page 32 of the tender document, the tender security amount is indicated as Kshs. 100,000, while on page (v) it is stated as Kshs. 300,000. Kindly clarify the correct tender security amount applicable for this tender.

2.NCA License Requirement

Under Section III, No. 5 on page 32, an NCA License has been listed as a mandatory requirement. Kindly clarify this requirement considering that valuers do not ordinarily operate under an NCA License but may engage engineers as part of the professional team while carrying out valuation of assets.

Earlier Set Criteria as per the Published Document

**SECTION III - EVALUATION AND QUALIFICATION CRITERIA**

No	Mandatory eligibility criteria by the tenderer	YES/NO
1.	Attach copy of registration certificate/certificate of incorporation	
2.	Provide a Valid Tax compliance certificate from Kenya Revenue Authority (KRA). The same shall be confirmed from KRA Tax Checker.	
3.	Details of directorship/ownership with respective shareholding and details of citizenship (in form of CR12/CR13 obtained within the last one year	

	of bid closing date)	
4.	Bidder MUST attach a Valid Business Permit	
5.	Attach Valid certificate of registration together with annual practicing license from National Construction Authority (NCA) specifically on either Electrical, or Mechanical Services – Minimum NCA6	
6.	The Bidder MUST submit duly filled, dated, stamped and signed Form of Tender	
7.	Bidder MUST submit duly filled, dated, stamped and signed price Schedule	
8.	Duly filled, signed and stamped Confidential Business Questionnaire indicating all the directors and their shareholding.	
9.	Self-declaration that the person/tenderer is not debarred in the matter of the public procurement and asset disposal act – Submit a duly filled and signed Form SD1	
10.	Self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice. Submit a duly filled and signed Form SD2	
11.	Audited Financial Statement for the last three (3) years signed by a company director and certified by the auditing firm (within 2023,2024 and 2025).	
12.	Reference letters from at least two (2) customers that the bidder is offering similar services to similar plants	
13.	The bidder shall provide two hard copies marked Original and Copy	
14.	Submit tender security of <b>Kshs. 100,000</b> (From a reputable bank or Insurance Firm regulated by Insurance Regulatory Authority) Valid for a period of 212 days from date of tender opening.	
15.	The firm must be registered with the Electronic Government Procurement(e-GP)	

**Amendment;**

The issues have been addressed as per the attached amended criteria below.

No	Mandatory eligibility criteria by the tenderer	YES/NO
1.	Attach copy of registration certificate/certificate of incorporation	
2.	Provide a Valid Tax compliance certificate from Kenya Revenue Authority (KRA). The same shall be confirmed from KRA Tax Checker.	
3.	Details of directorship/ownership with respective shareholding and details of citizenship (in form of CR12/CR13 obtained within the last one year of bid closing date)	
4.	Bidder MUST attach a Valid Business Permit	
5.	The Bidder MUST submit duly filled, dated, stamped and signed Form of Tender	
6.	Bidder MUST submit duly filled, dated, stamped and signed price Schedule	

7.	Duly filled, signed and stamped Confidential Business Questionnaire indicating all the directors and their shareholding.	
8.	Self-declaration that the person/tenderer is not debarred in the matter of the public procurement and asset disposal act – Submit a duly filled and signed Form SD1	
9.	Self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice. Submit a duly filled and signed Form SD2	
10.	Audited Financial Statement for the last three (3) years signed by a company director and certified by the auditing firm (within 2023,2024 and 2025).	
11.	Reference letters from at least two (2) customers that the bidder is offering similar services to similar plants	
12.	The bidder shall provide two hard copies marked Original and Copy	
13.	Submit tender security of <b>Kshs. 300,000</b> (From a reputable bank or Insurance Firm regulated by Insurance Regulatory Authority) Valid for a period of 212 days from date of tender opening.	
14.	The firm must be registered with the Electronic Government Procurement (e-GP)	

All other terms and conditions remain unchanged.

**END OF TENDER ADDENDUM**

*for A. Gura*

**DR. ZEINAB GURA, 'ndc' ( K )**

**CHIEF EXECUTIVE OFFICER**

**KENYATTA UNIVERSITY TEACHING, REFERRAL AND RESEARCH HOSPITAL (KUTRRH)**

MB/sm

