

24<sup>th</sup> November 2023

## ADDENDUM NO. 2

### **RE: NSSF TENDER NO. NSSF/SCM/C/2/3/02:2023/2024- PROVISION OF PROPERTY MANAGEMENT AND LETTING SERVICES**

All prospective bidders for the above-captioned tender are hereby notified of the clarification in the following areas:

#### **1. CLARIFICATION ON ITT 30.1**

The tenderers are informed that ITT 30.1 will now read as follows; -

The following selection method will be used: Quality and Cost based Selection (QCBS) method

#### **2. CLARIFICATION ON EVALUATION CRITERIA**

The tenderers are informed that the Technical Evaluation Criteria table in the tender document is corrected as in table 1: hereunder and will now read as follows;

**Table1: Technical Evaluation Criteria**

Description	Criteria – The marks will not be prorated	Score
Experience – Personnel (35 Points)	Manager to have at least a Degree in Land Economics/Real Estates, or related studies and be registered with the Estate Agents Registration Board and 5 years' experience in Property Management. (Attach CV and relevant Certificates)	
	• Qualification – Degree Certificate as stated above (5 Points)	
	• Experience for the Period Indicated (5 Points)	
	• Registration with EARB Certificate (3 Points)	
	• Completed CV signed by employee and employer - (2 Points)	
	• Technicians (2No. Electrician & 2No. Plumber) with either Diploma in Electrical & Plumbing or at least Technician Certificate in Electrical & Plumbing for Electrician and	



	Plumber Technician respectively with 5 years' experience or 10 years' experience for diploma and certificate respectively. (Attach signed CV and relevant Certificates) <b>(8 points)</b>	
	<ul style="list-style-type: none"> <li>• Attach relevant Diploma Certificates or university degree certificate in the above fields <b>(2 points each)</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• Experience for the Period Indicated , attach signed CV or certificate of service <b>(2 Points each)</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• The Electrician should have Registration /License Certificate as an electrician from Kenya Power Co Ltd or Electricity Regulatory Commission (ERC) <b>(2 Points)</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• Completed and fully signed CVs <b>(1 Point each)</b></li> </ul>	
Relevant Experience <b>(45 Points)</b>	<ul style="list-style-type: none"> <li>• Provide five (5) Corporate clients that demonstrate your experience in Provision of Management and Letting Services that you have served in the last five years The office space of the five corporate clients served should not be less than <b>100,000 square</b> feet Provide names, addresses and contact persons of the mentioned clients. [attach letters of award or engagement or contract agreements etc. from each client]</li> </ul>	
	<ul style="list-style-type: none"> <li>• List of Corporate Clients to include the following</li> </ul>	
	<ul style="list-style-type: none"> <li>• Name of client &amp; Address – <b>(1 Point)</b></li> <li>• Contact persons and Period of contract <b>(1 Point)</b></li> <li>• Office space (<b>100,000sq ft.</b> and above only) – <b>(3 Points each)</b></li> <li>• Period / year of Contract – <b>(1 Points)</b></li> <li>• Proof of such contracts (<b>Attach evidence such as award letters or contract agreement within 5 years)</b> – <b>(3 Points each)</b></li> </ul>	
	N/B	

	<ul style="list-style-type: none"> <li>If no proof or evidence of such contracts are attached for any stated clients, then that said client shall not be considered for scoring.</li> </ul>	
Past Performance (5 Points)	<ul style="list-style-type: none"> <li>Good Past performance determined by the recommendations from property management related contracts – (5 Points)</li> </ul>	
Financials (5 Points)	<ul style="list-style-type: none"> <li>Provide Certificate of Professional Indemnity Cover (1 Points)</li> </ul>	
	<ul style="list-style-type: none"> <li>Liquid assets, access to lines of credit or other financial resources – <ul style="list-style-type: none"> <li>✚ Liquid assets – (1 Points)</li> <li>✚ Access to lines of credit or other financial resources – (1 Points)</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Proof of Financial stability (Current Ratio of 1:1) – (1 Points)</li> </ul>	
	<ul style="list-style-type: none"> <li>Appointed bankers and letter of authority to seek references - (1 Point)</li> </ul>	
Referees (10 Points)	<ul style="list-style-type: none"> <li>Five (5) referees (attach current letters of recommendation from the mentioned corporate clients above addressed to the Managing Trustee, NSSF <ul style="list-style-type: none"> <li>✚ Five (5) Letters – (10 points)</li> <li>✚ Less than 5 letters - zero</li> </ul> </li> </ul>	

**Note: Bidders Must Score above 80% to be considered for financial evaluation**

### **3. CLARIFICATION ON PITCH PRESENTATIONS**

There will be no pitch presentation

### **4. CLARIFICATION ON STAGE THREE – FINANCIAL EVALUATION:**

**Comparison of the Revenue Sharing Formula and ensuring there are no errors. Checking for arithmetical errors and price comparison – DELETED**

**The tenderers are informed that the financial evaluation will be carried out by** Checking for arithmetical errors and price comparison. The lowest tender figure from among the Bidders who qualify at the technical stage (80 % and above) will be used as a base value for the calculation of the weighted score for each property using the above allocated weight 'F' as follows: -

$$\frac{LTF}{TF} \times F = FS$$

Where, TF is the tender figure under consideration, LTF is the lowest tender figure, F is the allocated weight for the property and FS is the weighted financial score (F)

**5. CLARIFICATION ON STAGE FOUR RECOMMENDATION(S)**

**The Bidder that gives the Fund the highest revenue share will be recommended for award - DELETED**

**Tenderers are informed that stage four recommendations will be as follows;**

Bidders with the highest combined scores (CS) for each property will be recommended for award (T+F = CS) subject to the above stated conditions for award and after the Fund conducts due diligence.

**All other specifications and conditions of the tender remain the same.**



**Rosemary Oluoch**  
**FOR: CEO/ MANAGING TRUSTEE**