



## KENYA RURAL ROADS AUTHORITY

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Nairobi, Kenya

**KeRRA/016/011/1D/Vol.III (13)**

**Date: 7<sup>th</sup> August, 2019**

**To: All Bidders**

**TENDER FOR SUPPLY, DELIVERY AND ASSEMBLING/INSTALLATION OF OFFICE FURNITURE AND WINDOW BLINDS**

**TENDER NOTICE: ADDENDUM NO.2**

Please find for your use the following:-

1. Minutes of the Pre-tender site visit held on 6<sup>th</sup> August, 2019.
2. Amended specifications.

Please note that the contact person for the purposes of verifying window blinds measurements and general room layout and usage shall be as given below:-

1. Mr. David Keitany – 0786397764
2. Sophie Onamu – 0725633100

Yours Faithfully,

**Margaret Muthui**  
**DEPUTY DIRECTOR-SUPPLY CHAIN MANAGEMENT**  
**For: Ag. DIRECTOR GENERAL**



## KENYA RURAL ROADS AUTHORITY

**MINUTES OF PRE – TENDER SITE VISIT FOR THE TENDER FOR SUPPLY, DELIVERY AND ASSEMBLING/INSTALLATION OF OFFICE FURNITURE AND WINDOW BLINDS HELD ON 6<sup>TH</sup> AUGUST, 2019 AT GROUND FLOOR BARABARA PLAZA, OLD AIRPORT NORTH ROAD, AT 2:30 P.M**

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### 1.0 MEMBERS PRESENT

Eng. G.W. Chiaji	-	Chairman
Ms. Margaret Muthui	-	Member
Ms. Sophie Onamu	-	Member
Mr. David Keitany	-	Member
Mr. Backstone Angána	-	Secretary

### 2.0 TENDERERS' REPRESENTATIVES

A total number of Twenty Five (25) Bidders attended the Pre - Bid Site Meeting as listed below:

S/No.	Name of Representative	Name of Firm	Postal Address	Contact	E-mail
1.	Susan Wambui	Apicah Furniture Limited	7961-00200 Nairobi	0203749006/ 0734341695/ 0716117956	sales@apicahltd.com accounts@apicahltd.com
2.	Victoria Wairimu	Hardwood Furnitures (EA) Ltd	21749-00100 Nairobi	0715887067/ 0701748201	info@hardwoodfurnitures.co.ke
3.	Ian Mwangi	Flex Office Ltd	4821-00100 Nairobi	0700249349	sales@flexoffice.co.ke

4.	Treza Kabiru	Fast Choice Ltd	4171-00506 Nairobi	0722720105	sales@factchoickeke.com
5.	Dominic Mwamisi	DL Furniture & Accessories Ltd	81737-80100 Msa	0721296422	dommwamisi@gmail.com
6.	Norman Macharia	Starzone Office Supplies Ltd	46896-00100 Nairobi	0722349544/ 0706938216	info@starzonefurniture.co.ke
7.	Juline Cally	Actsures Office Solutions	104527-00101 Nairobi	0722898506/ 0750975272	info@actsuresolutions.com j.cally@actsuresolutions.com
8.	Abdikadir Gorad Mohamed	Al-Aslah Contractors Ltd	100086-00100 Nairobi	0722299552	Abdikagurad2577@gmail.com
9.	Chris Nzau	Fossils Agencies Ltd	105495-00100 Nairobi	0722680767	Fagl767@gmail.com
10.	Chris Nzau	Rollins Kenya Ltd	22839-00400 Nairobi	0718811396	rollinskenyalimited@gmail.com
11.	Elyas Jimalle Abdille	Circle Logistics Ltd	1660-00200 Nairobi	0722970753/ 0727825436	sales@circlelogistics.co.ke
12.	Perminus Kubai	Pecar Investments	43949	0723511460	Pecar.investments@gmail.com
13.	Clinton Wambua	Ashut Engineers	49681-00100 Nairobi	0717350688	infoeng6@ashut.com
14.	Roselyne Mbugi	Bevaj Furniture Ltd	52590-00200 Nairobi	0722518348	info@bevaj.com
15.	Ibrahim Changamu	Viable Deco Solution Ltd	3734-00100 Nairobi	0726265050	info@viabledeco.com

16.	Anthony Munene	Ideal Office	38809-00100 Nairobi	0727297543	info@idealoffice.com
17.	Peter Githua	Bellatlantic Comm	-	0702795378	info@bellatlantic.co.ke
18.	Andrew Kuria	Lyape Investment	48457-00100 Nairobi	0724903203	Andrew@Lyape.co.ke Kuriam@yahoo.com
19.	Kenpaul Muhoro	NIC Bank	-	0724914225	Kenpaul,muhoro@nicgroup.com
20.	Joyce Gitau	Edine	100539-00100 Nairobi	0715180140	edineventure@gmail.com
21.	Abdijabar Mohamed Sheikh	Eastern Link Investment Ltd	3-70100 Garissa	0724888001	jabari991@hotmail.com
22.	James Gachanja	Ganya Enterprises Kenya	753-00200 Nairobi	0722995379	ganyaenterprises@gmail.com
23.	Carolyne Adhiambo	Karakana Outlets	1995-00100 Nairobi	0724270850	info@karakanaoutlets.com
24.	Dickson Njuguna	Shamco Industries Ltd	1848-00500 Nairobi	0712037748	info@shamcoindustries.com dicksm@shamcoindustries.com
25.	Noor Daud	Hodhan Agencies Co Ltd	106300-00100 Nairobi	0728088885/ 0722732304	hodanagencies@gmail.com

### 3.0 COMMUNICATION FROM THE CHAIR

The meeting was called to order at 3:00 p.m with the Chairman welcoming all present. He informed members that the agenda for the day was the Pre -Tender site visit for **the tender for supply, delivery and assembling/installation of office furniture and window blinds** and that it was a mandatory exercise as per the requirements in the Tender document.

The participants were also notified that the exercise would involve a tour of the premises to not only appreciate the size and layout of the office spaces, but for the participants to appreciate

measurements of the window sizes. The participants were also taken through the tender requirements.

#### 4.0 ISSUES RAISED BY THE PARTICIPANTS

##### a) WINDOW BLINDS

The participants requested to know whether a specific colour for the blinds would be required. They were notified that this would be decided after award.

##### b) FURNITURE

Few pertinent issues were raised as follows:

1. What colour was required?
2. The photographs included in the Tender document were of the colour “Wenge”. Would they be restricted to this colour?
3. Will the tender be awarded to one bidder and is KeRRA targeting a specific bidder?
4. Is there a possibility of extending the delivery time after signing of the contract from 14 to 30 days?
5. Would the bidders be required to have a production unit as stated in the Tender document?
6. What month would the furniture be delivered at Barabara Plaza?
7. Would companies that did not attend the pre-tender site visit still bid for the tender? If not, how would the rest of the bidders prove that they were disqualified?

The Bidders were notified as follows:

- **The colours of the furniture required shall be African Wenge, Cherry and Beech as provided in the specifications. The bidders would therefore be restricted to this.**
- **Both the supply and delivery of furniture and supply and installation of the window blinds would be awarded to one bidder as the items are under one tender. The Authority is also not targeting any specific bidder as the specified colours and finish are readily available in the market.**
- **The delivery period after award would not be extended beyond 14 days.**
- **The bidders would be required to have a production unit because the Authority is interested in serious bidders with sufficient stocks of what is required. This would**

also prompt the bidders to adhere to the warranty timeline of Three years required by the Authority.

- The furniture will be delivered in September, 2019 subject to the requirements.
- Any company not represented at the pre-tender site visit would have its bid disqualified at the evaluation stage.

### 5.0: CONCLUSION

The meeting came to an end at 5:00 p.m

Eng. G.W. Chiaji	(Chairman)	Signature..... <i>Chiaji</i> .....	Date..... <i>7/08/2019</i> .....
Ms. Margaret Muthui	(Member)	Signature..... <i>Muthui</i> .....	Date..... <i>7/8/2019</i> .....
Ms. Sophie Onamu	(Member)	Signature..... <i>Onamu</i> .....	Date..... <i>7/8/2019</i> .....
Mr. David Keitany	(Member)	Signature..... <i>Keitany</i> .....	Date..... <i>7/08/2019</i> .....
Mr. Backstone Angána	(Secretary)	Signature.....	Date.....

## AMENDED SPECIFICATIONS



### **Office desk**

-Lockable drawers  
 Inbuilt grommets to allow wire management  
 Padded top for writing.  
 Curved desks to have desk height side returns.

**Quantity – A total of 142 tables**, the colour is as tabulated in the table below:

No.	Finish	Top Thickness	Panels Thickness	Dimensions	Nos.
1.	African wenge	54mm (curved Front)	54mm	1800L 1800W 750H	22
2.	African wenge	36mm (Curved Front)	36mm	1600L 1800W 750H	8
3.	Cherry	25mm (Rectagular)	25mm	1600L 750W 750H	92
4	Beech	25mm (Rectagular)	25mm	1400L 750W 750H	20
<b>Total Tables in number</b>					<b>142</b>

3 Drawers mobile pedestals for rectangular desks  
 Quantity is 92 in number for Cherry.  
 Quantity is 20 in number for Beech.

### **Work stations**

2 Cluster workstation made up of Beech.  
 3 Drawer mobile pedestals Twenty (20) in number.  
 1.35m high desk screens complete with heavy duty aluminum panels.  
 Grommets for wire management  
 Top panel:25mm thickness

**Total in Quantity is Ten (10)** as tabulated below:

No.	Finish	Top Thickness	Panels Thickness	Dimensions	Nos.
1.	Beech	25mm (workstations)	25mm	2400L 2400W 1350/750H	
<b>Total workstations in number</b>					<b>10</b>

AMEN

CTIONS



**Work stations**

- 4 Way workstation made up of Beech, Sizes:2400x2400x750mm
- 3 Drawer standalone pedestal **Forty (40) in** number.
- 1.35m high desk screens, complete with heavy duty aluminum panels
- Grommets for wire management.
- Top panel:25mm thickness

**Total Quantity is 20 No.**

No.	Finish	Top Thickness	Panels Thickness	Dimensions	Nos.
1.	Beech	25mm (workstations)	25mm	2400L 2400W 1350/750H	
<b>Total workstations in number</b>					<b>20</b>



High back orthopedic chair.

The chair comes with the following features; -

Full mesh with plastic arms

Head rest adjustable

Arm rest adjustable for height and swivel angle

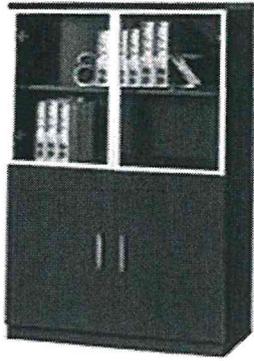
- i. Seat adjustable for height.
- ii. Mechanism adjustment tilt tension and tilt lock control
- iii. Base with 5 prong base of diecast aluminum alloy with 60mm diameter wheels castors of molded polyamide.
- vii. Back rest lumbar support knob and caps
- iv. Sigma fabric seat and mesh back
- viii. 2 years warranty on mechanical components

Quantity -220 No.



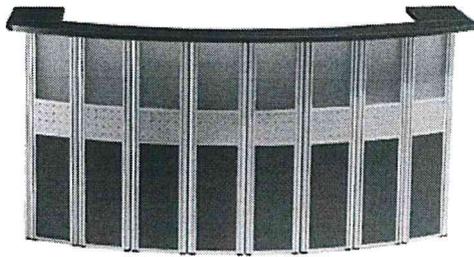
- i 54mm Round Table
- ii Scratch resistant Melamine Finish
- iii Wooden Arrowhead or Metal Tubular Base
- iv 1200mm Sizes Available

Quantity – 20 No.



Two door – Door Wooden Cabinet (Wenge finish with half glass door)

Quantity – 174 No.



Reception desk to seat 1 person 1800\*110\*600mm

Quantity 1No



Reception desk to seat 1 person 2400\*110\*600mm

Quantity 1No

	<p>Visitors' Chairs</p> <p>Good quality mesh fabric upholstered</p> <p>Low back / Fabric allow excellent air ventilation, soft padded Urethane armrest, Seat Rest with molded injection foam and high-quality Korean fabric seat cover or equivalent, high finished steel cantilever base with powder</p> <p>Coated.</p> <p>Quantity 256 No</p>
	<p>Boardroom Table</p> <p>Boardroom Table 6800x1800x760mm (Quantity No. 2) to sit 24 pax.</p>
	<p>Boardroom Table</p> <p>3600x1200x760 (Quantity No. 6) to sit 14 pax.</p>
	<p>Boardroom Chairs Quantity No. 160</p> <ol style="list-style-type: none"> <li>i. Full leather with plastic arms</li> <li>ii. seat adjustable for height and swivel angle</li> <li>iii. Mechanism adjustment tilt tension and tilt lock control</li> <li>iv. Base with 5 prong base with 60mm dual wheels castors of moulded polyamide.</li> <li>v. Back rest lumbar support.</li> <li>vi. 2 years warranty on mechanical components.</li> </ol>

**A. WINDOW BLINDS** (The sizes are estimates and bidders are advised to verify the actual requirements for the windows)

GROUND FLOOR	Supply and installation of vertical blinds complete with aluminum tracks and wall brackets and bottom weights 0.89mm x 75mm (All accessories inclusive). 421.6 Metres Squared
FIRST FLOOR	Supply and installation of vertical blinds complete with aluminum tracks and wall brackets and bottom weights 0.89mm x 75mm (All accessories inclusive) 386.5Metres Squared
2 <sup>ND</sup> FLOOR	Supply and installation of vertical blinds complete with aluminum tracks and wall brackets and bottom weights 0.89mm x 75mm (All accessories inclusive) 388.9Metres Squared.
3 <sup>RD</sup> FLOOR	Supply and installation of vertical blinds complete with aluminum tracks and wall brackets and bottom weights 0.89mm x 75mm (All accessories inclusive). 410.7 Metres Squared.
FOURTH FLOOR	Supply and installation of vertical blinds complete with aluminum tracks and wall brackets and bottom weights 0.89mm x 75mm (All accessories inclusive) 450.79Metres Squared

Please note the following:

- 1) All meeting rooms and Boardrooms, the blinds shall be of "BLACKOUT" type.
- 2) For the rest of the offices the final color shall be as directed by the client.
- 3) Please note that measurements provided in the tender document for supply, delivery and installation of window blinds are estimates for the purposes of binding and comparison of bids. However, bidders are required to verify the actual measurements because payments shall be based on the actual measurements.
- 4) Please note that as stated in the minutes all goods should come with a warranty of not less than 3 years, this statement amends Appendix to instruction to Tenderers in the tender document Clause 2e.