



**TENDER FOR PROVISION OF ASSETS  
VERIFICATION, TAGGING AND VALUATION  
SERVICES**

**TENDER NO: KICC/20/2025-2026**

**ADDENDUM ONE**

**CLOSING DATE: 19<sup>TH</sup> JUNE 2026 AT 10:00 AM**

**THE KENYATTA INTERNATIONAL CONVENTION CENTRE**

**P.O. BOX 30746-00100**

**NAIROBI KENYA**

Email: [info@kicc.co.ke](mailto:info@kicc.co.ke)

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*Tel No. 254 (0)20 221 4535; 20 224  
7290*

- ❖ Kindly note the highlighted clarification. All other requirements and conditions of the tender document remain unchanged.

<b>D. Eligibility and Evaluation Criteria</b>	<b>Tenderer's Responsive or not responsive</b>
<b>Mandatory Requirements</b>	
<b>Requirements</b>	
Company Certificate of Incorporation/Registration	
Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)	
Current CR-12 from the Registrar of Companies (not more than 3 months old)	
Current Local Authority Business Permit	
Current annual practicing licence from Valuers Registration Board for at least 2 valuers	
Registration with Valuers Registration Board and Institution of Surveyors of Kenya for at least 2 valuers	
The technical proposal forwarding letter must be on company letter head, signed and stamped by the managing partner	
Certificate of Good standing with Institution of Surveyors of Kenya for the team leader	
Where the Applicant is a Consortium, provide a list of the proposed lead Partners/ members of the consortium	
Mandatory Business Questionnaire in the provided format. All sections should be duly filled signed and stamped	
Tender Security equal to Kshs. 500,000.00 valid for 150 days from a bank or an insurance company approved by the Public Procurement Regulatory Authority	
Submission of firmly bound and paginated original & copy of tender documents (in separate envelopes – Technical and financial proposals) that have no loose pages. Spiral binding and files (Box and Springs) are not acceptable	
Recommendation letters from three (3) corporate clients of having undertaken similar assignments	
Must submit three full colour samples of Assets Tags previously done. The tags should be put in a DL size envelope. The DL size envelope should, in turn, be sealed and attached to the main tender document by stapling/gluing. The tags should correspond with the evidence of the similar assignments undertaken and provided in support of this tender	
<b>Must duly fill the Specifications and Priced Activity Schedules in the Format provided</b>	<b>Not Applicable</b>
<b>Form of Tender must be in the Format provided using the letter Head</b>	<b>Not Applicable</b>
Professional Indemnity Cover of not less than Kshs. 200 million	
Tenderers fully complying with mandatory requirements will be subjected to technical evaluation on capacity to perform the contract based on the technical parameters given below:	

## **Clarification on the Estimated Number of Loose Assets for Tagging**

**NB:** Following a request for clarification from one of the bidders regarding the total number of loose assets requiring tagging, kindly note that the estimated number of loose assets to be tagged is approximately **22,000**.

Further, as indicated in the main tender document, the subject assets include, but are not limited to, the following categories:

### **Subject Assets**

- **Land**
- **Structural Developments**, including buildings, civil works, and site works
- **Furniture and Equipment**
- **Computers and IT Equipment**
- **Teleconferencing Equipment**
- **Plant and Machinery**
- **Motor Vehicles**

Bidders are advised that the above estimate is provided for guidance purposes and should be considered in preparing their proposals.