



August 24, 2016 Tender Questions

Relating to: RFQ-Nai-0098, RFQ-Nai-0099, RFP-Nai-0043, RFP-Nai-044, RFP-Nai-0045

ANSWERS

RFQ-Nai-0098 – Newspapers, journals

1. We are kindly requesting to know the quantity of the varieties of newspapers, journals and magazines required on a daily, weekly and monthly basis. This is to facilitate accurate and proper quotation for the tender.
This information is detailed in RFQ-Nai-0098 on page 5 of 9.
2. We are also requesting to know your geographical location and distance from the Nairobi CBD for timely delivery.
Our offices are located at Goodman Towers, along Waiyaki Way, Westlands (Opposite the old Safaricom house and near the Westland's mosque)

RFQ-Nai-0099 Office maintenance

1. Is the application deadline 06th or 11th of September? This is as per the conflicting dates provided on the website and document respectively.
The application deadline is September 06, 2016. The error on the website has been corrected.
2. What is the location of the office facility in question? This is not mentioned in any of the documents.
Our offices are located at Goodman Towers, along Waiyaki Way, Westlands. (Opposite the old Safaricom house and near the Westland's mosque)
3. Can we do a pre-application site survey? This would help more in accuracy.
A pre-application site survey is not necessary at this stage. Please provide the information requested in the RFQ document on hourly rates per task.
4. How many office floors does the company have?
Two floors on the 5th floor and 4th floor of Good Man plaza, total square 10,950 square feet.
5. Can we schedule for a site visit before submitting the quote to get an overview of the company offices?
Refer to answer to question no. 3
6. According to the RFQ, it invites qualified vendors to submit quotations for Provision of Conference package. Are the services only for conference events?
This error on page 2 of 10 of the RFQ document has been rectified to read 'Provision of Office Repair and Maintenance'.
7. What are the m2 sizes of the offices and how many are they in total?
Two floors on the 5th floor and 4th floor of Good Man plaza, total square 10,950 square feet.



8. What mode of payment does the company pay the suppliers and after what period?
Payment terms are within 45days of completed task and provision of an accepted invoice. No advance payments or deposits will be made.
9. How many employees does the company have?
Refer to answer to question no. 3
10. What is the frequency of cleaning the offices?
The office is cleaned every day.
11. Maintenance team will be on call out or permanent dedicated team?
The requirement is for on-call services.
12. Will the consumables be supplied by the company or contractor?
Consumables will be provided by the successful bidder and will be charged separately from the labor for the task. Please provide the information requested in the RFQ document on hourly rates per task, the consumables will depend on task at hand.

RFP-Nai-0043 – Medical cover

1. Kindly clarify on the inpatient cover of Ksh.4,000,000 if it's per person or it's per family.
This information is detailed in RFP-Nai-0043 on page 14 of 29, KES 4,000,000 is per person for option 1.
2. What is the projected budget for the medical tender?
No budget information will be shared at this stage. Please provide the information requested in the RFP document.

RFP-Nai-0045 – Photography

1. We have read your RFP for the provision of photography services and wonder if you can provide more information on the types of events to be covered. Page. 9 of the RFP mentions that you will provide a basic outline, but it would be good to know if we are talking about conferences, workshops, ceremonies, etc. since this will help us with the selection of previous work.
You may provide as samples of previous work, themes relating to conferences/workshops, product launches, field/site work or visits, and ceremonies involving government dignitaries.
2. How do you typically distribute your work, e.g. print, online, banners, etc.
We distribute our work in all available mediums (print, online, banners) hence we need professional high resolution photos.