



## OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

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NAIROBI,

KENYA.

**REF: ODPP/3/1/63(2025-2026)**

**DATE: 26<sup>th</sup> NOVEMBER, 2025**

### ADDENDUM 1

**TO: ALL APPLICANTS**

**SUPPLY AND DELIVERY OF BOTTLED DRINKING WATER (18.9L)-  
RESERVED FOR PERSON WITH DISABILITY (PWD) CATEGORY,**

**TENDER NO: ODPP/OT/05/25/2025 - 2026**

Pursuant to section 75(1) of the Public Procurement and Asset Disposal Act, 2015 (Revised in 2022), the Office of the Director Public Prosecution hereby makes an addendum of the above tender as follows:

**1. REF: INVITATION TO TENDER**

CLAUSE NO: 7

**ORIGINALLY**

All Tenders must be accompanied by a **Tender Security in the form of a Bank Guarantee of Kshs. 100,000 (One Hundred Thousand Kenya Shillings)** valid for 170 days

**AMENDED**

All tenders must be accompanied by a tender securing declaration.



## 2. SECTION III – EVALUATION AND QUALIFICATION CRITERIA

Tender Evaluation (ITT 35) - (Stage 2) Supplier Evaluation

CLAUSE NO:3

### ORIGINALLY

	<b><u>VENDOR EVALUATION CRITERIA</u></b>	<b>MAXIMUM SCORE</b>	<b>AWARDED MARKS</b>
1.	<b>YEARS IN BUSINESS AND EMPLOYEES</b>	<b>12</b>	
	<p>Number of years in the business of Supplying</p> <ul style="list-style-type: none"> <li>• 5 Years and above: 10% 10 business of Supplying</li> <li>• Below 5 yrs prorated at: <math>\frac{\text{Number of years} \times 10}{2}</math></li> </ul> <p><b>Profile CV for 2 key Personnel (each CV- 2 points)</b></p>		
2.	<b>COMMITMENT TO DELIVER</b>	<b>10</b>	
	<p>Commitment to deliver on timely basis- on the bidders' letter head</p> <p>Delivery period</p> <ul style="list-style-type: none"> <li>• Within a day 10 marks</li> <li>• Within two days 5 marks</li> <li>• Within three days 1 mark</li> <li>• Beyond 3 days 0 marks</li> </ul>		
3.	<b>SUPPLIER RELEVANCE AND EXPERIENCE</b> <b>Major contracts in the last five (5) years (A max of 5 No. contracts)</b> Provide a list of at least 2 major clients where the company has provided services in the last <u>2 years each valued at Kshs 200,000 and above:</u> 5 or more clients: 35% Below 5 clients prorated $\frac{\text{Number of clients} \times 35}{5}$ Attach letters of recommendation, contracts, LSO/LPO or reference letters from the clients	<b>35</b>	
4.	<b>FINANCIAL CAPABILITY</b>	<b>18</b>	
	<ul style="list-style-type: none"> <li>○ Attached copy 2 years audited accounts/ Bank statement (5 points each year)</li> <li>○ Indicate below Terms of payment by indicating the appropriate terms of payment (8 points) <ul style="list-style-type: none"> <li>• C.O.D- (1 point)</li> <li>• Within 30 days (4 points)</li> <li>• Within 45 days (5 points)</li> <li>• Within 60 days (8 points)</li> </ul> </li> </ul>		
5.	<b>WATER IS FILTERED OF UNHEALTHY TOXINS</b>		
	<p>The water is filtered of unhealthy toxins, including synthetic chemicals, toxic metals, bacteria and viruses, radioactive substances, and other treatment additives such as chlorine and fluoride....</p> <p>Provide Evidence..... 5points</p>	<b>5</b>	



## **EVALUATION CRITERIA**

No	Item	Requirements	Complaint/Not compliant
1	Financial capacity	Evidence of access to credit line from a reputable financial Institution of up 100,000.00.	
2	Past performance	Recommendation letters or copies of LPOs confirming that you have carried out within the last 5 years (2020-2024).	
3	Details of Contact person	Provide name and Contact of the person to manage contract relations	
4	Commitment letter	Bidder must provide a commitment letter for supply of genuine products or items	
<b>Only bidders who will be compliant shall proceed to the next stage of evaluation</b>			

Bidders who have already downloaded the bidding documents are required to acknowledge the receipt of this clarification.

The tender closing/opening remains Tuesday, 3rd December, 2025 25th November 2025 at 11.00am.

This Addendum should be read together with the original tender document and any other addenda issued.

  
**NKADUDA HIRIBAE**  
**FOR: DIRECTOR OF PUBLIC PROSECUTIONS**