

ADDENDUM 2/CLARIFICATION 2 - EDITED

1. RFP NO. AHB/RFP/T/009/2024-2025: PROVISION OF PROPERTY AGENT SERVICES PANEL FOR AFFORDABLE HOUSING

DATE ISSUED: 6TH JANUARY 2025

Pursuant to section 75 of the PPADA 2015 The Affordable Housing Board wishes to clarify and notify the interested bidders as follows.

S N	CONCERN	CLARIFICATION
1.	Potential Discrimination and restriction of competition for requirement for ISK registration on eligibility criteria/Mandatory requirements.	Clause 22.1 on page 24 under mandatory requirements is amended to read "A valid Professional Membership of the company Directors/ Partners/ Proprietors with ISK (Institution of Surveyors of Kenya) or any other membership in a professional body recognized in Kenya and in good professional standing
2.	Award shall be made on the basis of the Tenderer with the Least Cost Selection Method per lot in accordance with the Evaluation Criteria. While Tenderers	<p>Awards shall be made on per item basis as per the capability and capacity of the bidder. Bidders can be awarded more than two items</p> <p>The services under this procurement include management of common property of Estates sold under the AHB. Payment is to be made from the service charge kitty. The scale which relates to the service is scale 4 on management. The principle of the lowest bidder will apply to this tender because</p> <ul style="list-style-type: none"> ➤ The act provides a range between which an agent can charge on management of residential property which is 10 per cent of the gross rents or less according to the

	<p>can bid for all LOTs, no single firm shall be awarded more than Two (2 No.) lots Award shall be “per LOT basis”</p> <p>circumstances but not less than 5 per cent. The tenderers will be guided by service charge. ➤ Note: the lowest bidder conditions will apply</p>
<p>3. While Tenderers can bid for all LOTs, no single firm shall be awarded more than Two (2 No.) lots</p>	<p>Bidders can be awarded more than two items/lots based on capacity to undertake the assignment and branch network for the bidder.</p>
<p>4. The Financial Proposal will include (but not limited to) the following reimbursable expenses:</p> <ol style="list-style-type: none"> 1. a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services. 2. cost of travel by the most appropriate means of transport and the most direct practicable route; 3. cost of office accommodation, including overheads and back-stop support; 4. communications <i>costs</i>; 5. cost of purchase or rent or freight of any equipment required to be provided by the Consultants; 6. cost of reports production (including printing) and delivering to the Procuring Entity; 7. other allowances where applicable and provisional or fixed sums (if any) <p>Any other charges, if applicable</p>	<p>The financial proposal shall not include reimbursable expenses. The total cost or the rates quoted by the bidders shall include all the associated costs (per diem, travel, accommodation, communication, cost of reports and any other charges where applicable)</p>

<p>5.</p>	<p><i>The following sections seem to introduce management of the estates while the tender is for marketing and sales services.</i></p> <p>Property Management detailed plan – Detailed property management plan and strategy. Prepare a detailed work plan and proposed approach and methodology on how bidders would collect and manage the service charge account and related services in affordable housing schemes</p> <p>shall refer to the following components of an Affordable Housing Estate;</p>	<p>The tender anticipates management of common property.</p> <p>Property management services are expected. Due to the specialized nature of some services, the bidder shall be expected to enter into third party contracts with the consent of the client</p>
	<p>The MANAGER shall have an over-all responsibility for the day-to-day management and maintenance services of the common areas, facilities and installations of the PROPERTY and its facilities fully supported by on-site full-time personnel. The manager will have responsibility to collect and manage service charge account. The MANAGER will be expected to develop and deploy the necessary tools for this function</p> <p>“The services required under this Terms of Reference (TOR) shall be for the Marketing, Administration, Operations and Maintenance (M, A,O&M) of Affordable Housing Estates. This includes marketing and all aspects of the day-to-day administration, operations and maintenance of the “PROPERTY”. The property”</p>	<p>The tender anticipates management of common property.</p> <p>Property management services are expected</p>
<p>6.</p>	<p>Work schedule and planning for deliverables. The form does not seem to fit since</p>	<p>The services under this procurement are management and estate management. The estate agents shall collect service charge from the unit owners/occupants. The bidders are therefore required to bid for Sales and Management as two separate items.</p>

	fees are charged as a percentage of the sale amount and not restricted to specific timelines.	Intensive marketing shall be undertaken by the Procuring entity																																																																																																																
7.	Financial submission proposal form. It is impossible to calculate where details of the units and the selling prices have not been provided	<p>The details of the units have been provided in the proposal document under the terms of reference – “AHB ONGOING PROJECTS” schedule on page 63 IS AMENDED AS FOLLOWS</p> <table border="1"> <thead> <tr> <th>S/No</th> <th>Project Title</th> <th>County</th> <th>No. of Units</th> <th>Typology</th> <th>No. of Units</th> <th>Plinth Area (M2)</th> <th>Provisional Sale Price Per Unit</th> </tr> </thead> <tbody> <tr> <td rowspan="4">1</td> <td rowspan="4">Affordable Housing Units in Machakos Town MOW camp</td> <td rowspan="4">Machakos</td> <td rowspan="4">220</td> <td>Studio</td> <td>60</td> <td>20</td> <td>1,000,000</td> </tr> <tr> <td>1 Bedroom</td> <td>40</td> <td>30</td> <td>1,500,000</td> </tr> <tr> <td>2 Bedroom</td> <td>60</td> <td>40</td> <td>2,000,000</td> </tr> <tr> <td>3 Bedroom</td> <td>60</td> <td>60</td> <td>3,000,000</td> </tr> <tr> <td rowspan="3">2</td> <td rowspan="3">Affordable Housing Units in Makenji</td> <td rowspan="3">Muranga</td> <td rowspan="3">220</td> <td>Studio</td> <td>60</td> <td>20</td> <td>1,000,000</td> </tr> <tr> <td>2 Bedroom</td> <td>100</td> <td>40</td> <td>2,000,000</td> </tr> <tr> <td>3 Bedroom</td> <td>60</td> <td>60</td> <td>3,000,000</td> </tr> <tr> <td rowspan="3">3</td> <td rowspan="3">Affordable Housing Units in Gichugu</td> <td rowspan="3">Kirinyaga</td> <td rowspan="3">110</td> <td>Studio</td> <td>30</td> <td>20</td> <td>1,000,000</td> </tr> <tr> <td>2 Bedroom</td> <td>40</td> <td>40</td> <td>2,000,000</td> </tr> <tr> <td>3 Bedroom</td> <td>40</td> <td>60</td> <td>3,000,000</td> </tr> <tr> <td rowspan="4">4</td> <td rowspan="4">Affordable Housing Units in Nanyuki Town</td> <td rowspan="4">Laikipia</td> <td rowspan="4">220</td> <td>Studio</td> <td>60</td> <td>20</td> <td>1,000,000</td> </tr> <tr> <td>1 Bedroom</td> <td>20</td> <td>30</td> <td>1,500,000</td> </tr> <tr> <td>2 Bedroom</td> <td>100</td> <td>40</td> <td>2,000,000</td> </tr> <tr> <td>3 Bedroom</td> <td>40</td> <td>60</td> <td>3,000,000</td> </tr> <tr> <td rowspan="3">5</td> <td rowspan="3">Affordable Housing Units in Kinangop Engineer Town</td> <td rowspan="3">Nyandarua</td> <td rowspan="3">220</td> <td>Studio</td> <td>60</td> <td>20</td> <td>1,000,000</td> </tr> <tr> <td>2 Bedroom</td> <td>100</td> <td>40</td> <td>2,000,000</td> </tr> <tr> <td>3 Bedroom</td> <td>60</td> <td>60</td> <td>3,000,000</td> </tr> <tr> <td rowspan="3">6</td> <td rowspan="3">Dable Housing Units in Wajir Township</td> <td rowspan="3">Wajir</td> <td rowspan="3">220</td> <td>Studio</td> <td>60</td> <td>20</td> <td>1,000,000</td> </tr> <tr> <td>1 Bedroom</td> <td>48</td> <td>30</td> <td>1,500,000</td> </tr> <tr> <td>2 Bedroom</td> <td>64</td> <td>40</td> <td>2,000,000</td> </tr> </tbody> </table>	S/No	Project Title	County	No. of Units	Typology	No. of Units	Plinth Area (M2)	Provisional Sale Price Per Unit	1	Affordable Housing Units in Machakos Town MOW camp	Machakos	220	Studio	60	20	1,000,000	1 Bedroom	40	30	1,500,000	2 Bedroom	60	40	2,000,000	3 Bedroom	60	60	3,000,000	2	Affordable Housing Units in Makenji	Muranga	220	Studio	60	20	1,000,000	2 Bedroom	100	40	2,000,000	3 Bedroom	60	60	3,000,000	3	Affordable Housing Units in Gichugu	Kirinyaga	110	Studio	30	20	1,000,000	2 Bedroom	40	40	2,000,000	3 Bedroom	40	60	3,000,000	4	Affordable Housing Units in Nanyuki Town	Laikipia	220	Studio	60	20	1,000,000	1 Bedroom	20	30	1,500,000	2 Bedroom	100	40	2,000,000	3 Bedroom	40	60	3,000,000	5	Affordable Housing Units in Kinangop Engineer Town	Nyandarua	220	Studio	60	20	1,000,000	2 Bedroom	100	40	2,000,000	3 Bedroom	60	60	3,000,000	6	Dable Housing Units in Wajir Township	Wajir	220	Studio	60	20	1,000,000	1 Bedroom	48	30	1,500,000	2 Bedroom	64	40	2,000,000
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					2 Bedroom	80	40	2,000,000
					3 Bedroom	40	60	3,000,000
					Studio	60	20	1,000,000
					1 Bedroom	20	30	1,500,000
					2 Bedroom	100	40	2,000,000
					3 Bedroom	40	60	3,000,000
					Studio	60	20	1,000,000
					1 Bedroom	20	30	1,500,000
					2 Bedroom	100	40	2,000,000
					3 Bedroom	40	60	3,000,000
					1 Bedroom	20	30	1,500,000
					2 Bedroom	20	40	2,000,000
					3 Bedroom	20	60	3,000,000
					Studio	60	20	1,000,000
					1 Bedroom	20	30	1,500,000
					2 Bedroom	120	40	2,000,000
					3 Bedroom	20	60	3,000,000
					Studio	60	20	1,000,000
					1 Bedroom	40	30	1,500,000
					2 Bedroom	100	40	2,000,000
					3 Bedroom	20	60	3,000,000

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		13	Affordable Housing Units in Emgwen, Kapsabet Town	Nandi	220	Studio	60	20	1,000,000
						1 Bedroom	20	30	1,500,000
						2 Bedroom	120	40	2,000,000
						3 Bedroom	20	60	3,000,000
		14	Affordable Housing Units in Bahati, DCC's Center	Nakuru	220	Studio	60	20	1,000,000
						1 Bedroom	20	30	1,500,000
						2 Bedroom	120	40	2,000,000
						3 Bedroom	20	60	3,000,000
		15	Affordable Housing Units in Elburgon, St. Claire	Nakuru	220	Studio	60	20	1,000,000
						1 Bedroom	20	30	1,500,000
						2 Bedroom	120	40	2,000,000
						3 Bedroom	20	60	3,000,000
						3 Bedroom	26	86	5,160,000
8.	Schedule of ongoing projects. Provide details of the units and their selling prices Page 65	Refer to clarification No. 7 above.							
9	provision of property agent services panel for affordable housing	The correct tender description is" Provision of Sales and Management services.							

10	Extension of the closing/opening date	The Closing/opening date of the two tenders has been extended to be closed/ opened on 13 ^h January 2025 at 10.00Am Kenyan Local time.
11	Tenders submitted	The bidders who had already submitted their tenders are free to withdraw and modify their tenders and resubmit before the new closing date of 13 th January 2025
12	All the other terms and conditions of the consultancies remain the same	

ADDITIONAL INFORMATION

AG. CHIEF EXECUTIVE OFFICER