



29<sup>th</sup> April 2024

**ADDENDUM TO TENDER DOCUMENT**

TENDER REFERENCE NO.	TENDER DESCRIPTION
NAC/FC/05/2023-2024	Framework Contract for Supply and Delivery of Branded Merchandises

The Authority wishes to amend the specifications of the following items in **BOLD** in their respective lot numbers as follows:

Lot No.	Item Description	Detailed Description of Item required by Authority
Lot 1	Service Charter Snapper Frame	3ft by 4ft, silver color, rounded corners- <b>Three feet in width and four feet in height, i.e. (3'x4')</b> , and the cost includes <b>printing of the charter</b>
	Roll-up Stand Banners	Material: - Satin; Print style: - Digital printing; Size: - 85cm by 200 cm; Base: - <b>Broad base heavy duty</b> ; Color: - Full color.
	Telescopic Banners	Double sided print; size 4m x 650mm; Digital Dye Sublimation;100% Polyester Flag Material; Print 80% Shine through; Includes print, poles, bag and ground spike- <b>3.5 Meters</b>
	Media Banners	Strong, lightweight aluminum frame, <b>Canvas printed</b> on one side, 8ft by 8ft vinyl with Art matte finish, digital full color printing- <b>size is 3mx3m and the material is canvas</b>
	A4 Posters	Full-color gloss 210x297 millimeters printed on one or both sides - <b>normal poster and not sticker on 350gsm gloss paper</b>
	A5 Brochures	The NACADA logo, tagline and ISO logo should appear on the first page; Paper: - Artboard paper. <b>Folded three times printed on both sides on 350gsm gloss paper.</b>
	Stickers	Rectangular Stickers. 3×1" 4×2" 6×2"- <b>Rectangular Stickers. 3×1" 4×2" 6×2" on 350gsm gloss paper.</b>
Lot 2	Branded paper folders	400gsm quality gloss artboard; Single pocket – inside right panel; Oversize A4; 4pp (4 pages); 5mm capacity (can hold upto 4, 4pp leaflets or a 5mm thick booklet); Glued folder; 1 card slot.

	Branded hard cover A5 notebooks	Material: Recyclable Kraft Paper; Size: 18.2cm (l) x 16cm (w) x 1.1cm (h) spiral bound finish; Capacity: A5. 70 Branded Sheets / 140 Lined Pages Branding Options: Deboss, Direct to Product, Direct Digital Transfer, Laser Engraving, Screen Print – <b>200 Leaves</b>
	Letterheads	Size: A4 (210 x 297mm); Weight:100gsm; Sheets: 500sheets / Ream; Color: White / Vellum / Cream; Finish: Laid (Classic Textured). - <b>Conqueror</b>
	Branded Executive pens	Type of printing: Engraving and screen printing; Colour: clear/transparent, white, black and green
	Branded Biro Pens	Done in white with logo
	Branded Pencils	Done in black, white and maroon
	Business cards	Corners: rounded; Size:3.5 x 2.1; Paper type: Matte Board; Grammage: 300gms; Finish: Smooth; Specialized finishing can be adopted such as matte lamination, frost lamination, Velvet lamination, embossing, spot UV or any other depending on budget availability.
	Staff IDs	The staff card will have a case in which the badge will be placed; The staff badge/ID shall be in portrait; The badges should have a lanyard Size: a)3.5” wide b)2.5” high c)1.18” thick; Material: plastic with radio frequency identification (for electronic door access, if any); Color: white Logo and branding in full colour.
	Branded writing Pads	Branded A4 sheets of white 80gsm paper- <b>200 Leaves</b>
	Pen Holders	Size:(L x B x H): 2.75 x 2.75 x 4 inch
	Sticky Notes	Dimensions: 47.6 (L) x 47.6mm (W) assorted colors with branded 24 notes per pad
	Branded Calendars	Size 216mm x 279 mm or 685mm x 279 mm or 279mm x 432 mm- <b>12 leaves with a fly sheet</b>
Lot 3	Branded paper and tote Gift bags	Paper folder: Material; 250 GSM gloss Paper branded on both sides; Size-10"w x 13"h x 5"d; Tote Bag: Full color 2 Side Reinforced shoulder straps, one large main compartment Mid-weight, 320 GSM 100% cotton canvas One size <b>42cm x 42cm</b>
	Branded Key Holders	Key holder Shape: Rectangular, Oval, Square; Print Option: Dome (Full-color Print)
	Branded Wrist Bands	Print Option: One Color Imprint; Standard Size (202mm x 12mm x 2mm); Debossed and Embossed print
	Branded Water	500 ml bottles branded with Authority’s logo
	Branded USB Flash Drives	Logo and branding in full colour; Tagline to be included- <b>scandisk</b>
	Branded Power Banks	Logo and branding in full colour; Tagline to be included - <b>Belkin</b>
	Branded Umbrellas	Material: Polyester; Color: White/Green or Maroon /White; Print style: Full-colour digital dye sublimation printing process; Color: Full color- <b>25-inch diameter</b>
Lot 4	Branded Mugs	Capacity 330ml; Height 116mm; Diameter 70mm; Weight 307g; Print Area; Direct – 175 x 55mm; Transfer – 200 x 60mm

	Branded drinkware	As per sample
	Tumblers	As per sample
Lot 5	Branded Caps (embroidered)	Classic 6-panel cap with a flat brim; Comfortable fit with adjustable Velcro sizing strap; Reinforced front panel to keep a structured shape; 100% cotton; 7cm long brim.
	Branded Caps (Screen printed)	Classic 6-panel cap with a flat brim; Comfortable fit with adjustable Velcro sizing strap; Reinforced front panel to keep a structured shape. 100% cotton; 7cm long brim.
	Branded Corporate Shirts	Material: 100% cotton; Text and logo will be embroidered or screen-printed
	Branded Corporate collar T-shirts	Material: 100% cotton; Text and logo: embroidered or screen printed Shirt colour: White, maroon, black
	Branded Round Neck T-shirts	Heavy duty cotton done in green, maroon, black and white as per artwork
	Branded Jackets	<b>Softshell</b>
	Branded Jumpers/ Hood	Cotton assorted sizes in Green, White or Black
	Branded Reflector vests	100% polyester GSM, florescent green
	Branded Lanyards	Maasai Beaded lanyard; Size: 1.5 cm thick; Material: Maasai beads with a swivel hook; Colour: Kenyan flag colour; Silk Lanyard; Size: 1.5 cm thick Material: silk with a swivel hook; Colour: White or Green; Printing: Screen printing the logo to be full colour
Lot 6	Branded Football balls	Spherical and made of suitable materials
	Branded Football jerseys	Wool, cotton or synthetic fibers 200gsm - <b>full kit with a jersey and short</b>
	Branded Trophies	Fiber or metallic - <b>team trophies 35*21cm</b>

We, further, inform you that the opening date for the above **SPECIFIC** tender has been extended to **Thursday, 2<sup>nd</sup> May 2024 at 11.30am**

Other requirements in the Tender Document remains the same.

Anthony Omerikwa, MBS  
**Chief Executive Officer**