



ADDENDUM 1

DATE: 7TH DECEMBER, 2023

REGISTRATION OF LEGAL SERVICES FOR THE PERIOD ENDING 2025
REF: IEBC/DLS/REG/001/2023-2024

Pursuant to section 75(1) of the Public Procurement and Assets Disposal Act, 2015 the Commission hereby makes an addendum to the above tender as follows:

NO	BIDDER QUERY/QUESTION OR COMMISSION ADDITIONAL INFORMATION	REFERENCE	RESPONSE/CLARIFICATION
1.	<p>Please provide us with more details on the process of tendering for different categories. Could you clarify for us how we should proceed?</p> <p>For example, if one places a tender for categories A & D, does it mean one needs to fill in two different tender documents or just one?</p>	CATEGORIES OF LEGAL SERVICES	<p>It is hereby clarified as follows:</p> <p>Bidders can bid for one, more than one or all the categories provided they prove capacity to deliver as per the evaluation criteria.</p> <p>Reference is made to Section 3: Appendix To Instructions To Candidates. Paragraph 2.3.2 under this Appendix is operationalized to indicate that: "Candidates shall submit only ONE ORIGINAL Registration document in the categories they wish to be registered".</p> <p>The bidder shall quote the category/categories they are eligible to register on; and attach relevant documents as per the evaluation criteria; and then bind them together on one bid document.</p>

2.	<p>TECHNICAL EVALUATION CRITERIA</p> <p>REQUIREMENTS: Letters of recommendation from three (3) of the firm's major clients. 5 marks for each recommendation – max 15 marks.</p>	<p>TECHNICAL EVALUATION CRITERIA REQUIREMENTS:</p>	<p>To achieve the objective in No. 1 above, the letters of recommendation shall address categories the person/legal firm has competently prosecuted in the past.</p> <p>The person or legal firm may obtain more than three (3) clients' recommendation letters to cover different categories; however, the maximum marks will remain 15.</p> <p>For those bidding for only one (1) category, the three (3) recommendation letters are necessary to achieve the desired 15 marks.</p> <p>For those applying for more than three (3) categories, one (1) recommendation letter for each category will be sufficient.</p>
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The clarifications/amendments form part of the bidding document and are applicable to all bidders. All other terms and Conditions of the Tender remain the same. Bidders who have already downloaded the bidding documents are required to acknowledge the receipt of this clarification/amendments. The closing date will be **Thursday, 21st December, 2023 at 11.00 a.m.**



Marjan Hussein Marjan, MBS
Commission Secretary/CEO