

	<b>NATIONAL OIL CORPORATION OF KENYA</b> <b>ADDENDUM NO. 1</b>	<b>Ref No.</b> NOCK/PRC/03(1746)2025-2026
	<b>UNDERTAKING TO COMPLY WITH LABOUR LAWS AND WAGE REGULATION GUIDELINES FORM-MANDATORY REQUIREMENT MR13</b>	<b>Page 1 of 2</b>

In reference to the **Tender for Provision of Cleaning, Fumigation, Gardening, Garbage and sanitary bin collection Services at National Nairobi Terminal published on 29<sup>th</sup> January 2026.**

**We hereby issue addendum No. 1 giving clarification as requested below:**

We write seeking Clarification on Tender No; NOCK/PRC/03(1746)2025-2026 Provision of Cleaning ,Fumigation, Gardening, Garbage and Sanitary Bin Collection Services on MR13 must duly fill the undertaking to comply with Labour laws and wage regulation guidelines has been requested while it has not been provided in the tender document. Kindly clarify

National Oil Corporation respond and attach the form below to be dully filled as a mandatory requirement MR13

**UNDERTAKING TO COMPLY WITH LABOUR LAWS AND WAGE REGULATION GUIDELINES.**

I, .....of P. O. Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows:-

THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (insert name of the Company) who is a Bidder in respect of Tender No. .... for .....(insert tender title/description) for .....( insert name of the Procuring entity) and duly authorized and competent to make this statement.

THAT we shall comply with all Labour laws and the minimum wage regulations as provided for in the, *Regulation of Wages (General) (Amendment) Order, 2024 Legal Notice 164 of 2024*

**Total Minimum Gross Pay: Ksh.....**

**Mandatory Components:**

- Basic Salary Ksh (.....),
- House Allowance 15 %( Ksh.....),
- Overtime (Ksh.....).

**Statutory Deductions (Before Take-Home):**

- PAYE (Ksh.....)
- NSSF (Ksh.....)

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- SHIF (Ksh .....),
- Affordable Housing Levy (Ksh.....)

During the entire period of the contract and understand that failure to meet this requirement at any time during the contract period will be a ground for cancellation of the contract. The key indicators on compliance for this are

- Payment of salaries in time there should be no complaints from your staff of delayed salaries.
- Procuring entity may make Impromptu request for a tax Compliance certificates from KRA and the same shall be submitted within seven days.
- Procuring entity may make Impromptu request for a Compliance certificates from NSSF and the same shall be submitted within seven days.
- Procuring entity may make Impromptu request for a Compliance certificate from SHIF/NHIF and the same shall be submitted within seven days.

.....

.....  
 (Title) (Signature) (Date)  
 Bidder's Official Stamp

**Except as clarified herein, all the other terms and conditions of the tender remain as is and are unchanged.**

**CHIEF EXECUTIVE OFFICER**