

	NATIONAL OIL CORPORATION OF KENYA ADDENDUM NO. 1 UNDERTAKING TO COMPLY WITH LABOUR LAWS AND WAGE REGULATION GUIDELINES FORM- MANDATORY REQUIREMENT MR13	Ref No. NOCK/PRC/03(1747(A)2025-2026
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In reference to the **Tender for Provision of Cleaning, Fumigation, Garbage and Sanitary Bin Collection Services at National Oil Office Ganjoni Mombasa** published on 2nd February 2026.

We hereby issue addendum No. 1 introducing form below

MR	MANADATORY REQUIREMENT	BIDDERS RESPONSE YES/NO
13	Must duly fill the undertaking to Comply with Labour Laws and Wage Regulation Guidelines	

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

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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.

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 (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