



# THIKA WATER AND SEWERAGE COMPANY LTD.

P.O. Box 6103 - 01000, THIKA

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THIWASCO/AD/2020-003

16<sup>th</sup> June 2020

## ADDENDUM

Reference is made to tenders Nos;

1. THIWASCO/018/2020-2022 - Provision of legal consultancy services

Which appeared on the Nation and Standard newspapers on Friday, 29<sup>th</sup> May 2020. We wish to bring the following amendments/clarifications to the public attention.

### COMPANY SECRETARY AND LEGAL SERVICES

| No  | Description                         | Unit of charge                      | Rate(kshs.) inclusive taxes |
|---|-------------------------------------|-------------------------------------|-----------------------------|
| <b>Company secretarial services offered</b> |                                     |                                     |                             |
| 1   | AGM preparation and conduct         | Man-hr                              |                             |
| 2   | Filing of returns                   | Per filling                         |                             |
| 3   | Taking minutes of board meetings    | Man-hr                              |                             |
| 4   | Advisory services                   | Per hr- <i>state minimum amount</i> |                             |
| 5   | Review of contract document         | 0-50 pages document                 |                             |
| 6   | Review of contract documents        | Documents above 50 pages            |                             |
| <b>Legal services offered</b>               |                                     |                                     |                             |
| 7   | Writing demand letters to customers | Per letter                          |                             |
| 8   | Drawing of agreements               | Per transaction                     |                             |
| 9   | Legal advise                        | Per transaction                     |                             |
| 10  | Document authentication             | Per transaction                     |                             |
| 11  | Collection of company debts         | % of collection                     |                             |
| 12  | Civil cases                         | Provide schedule of rates           |                             |

**Note:**

**List other services not specified in the above list and indicate their rates inclusive of all taxes**

All bidders are requested to visit [www.thikawater.co.ke](http://www.thikawater.co.ke) website and PPIP portal and download.

Bidders are also advised to attach a copy of addendum notice on the bid document.

The bid closing/submission date and time remains the same.

Yours faithfully,



Moses Kinya  
Managing Director