



# KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

## ADDENDUM SET "1"

12<sup>th</sup> June, 2023.

To all Prospective bidders,

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**KRA/HQS/NCB-095/2022-2023: SUPPLY AND DELIVERY OF  
DESKTOP COMPUTERS FOR A PERIOD OF ONE (1) YEAR**

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Kenya Revenue Authority wishes to inform prospective bidders of the following amendments/clarifications:

| NO.  | ACTIVITY/QUERY  | KRA RESPONSE  |
|--|---|---|
| 1  | <b>FORM OF TENDER ON<br/>PAGE 31 – 33</b>                     | <b>Prospective bidders are advised as follows: -</b><br><br>The Form of Tender on page 31-33 of the tender document has been expunged and replaced with <b>Annex 1: Revised Form of Tender.</b><br><br>Bidders are advised to use the Revised Form of Tender when responding to the tender. |
| <b>EXTENSION OF TENDER CLOSING/OPENING DATE</b>  |   |   |
|  | <b>Previous Tender Closing Date</b>                           | <b>New Tender Closing Date</b>  |
|  | <b>14<sup>th</sup> June, 2023 at 11.00 am<br/>Times Tower</b> | <b>19<sup>th</sup> June, 2023 at 11.00 am<br/>Times Tower</b>   |
| <b>Note:</b><br>Bidders are advised to: <ul style="list-style-type: none"><li>✓ Acknowledge receipt of this addendum published and uploaded on the KRA Website on <b>12<sup>th</sup> June, 2023.</b></li><li>✓ Align their <b>Tender-Securing Declaration Forms</b> to be valid upto and including <b>18<sup>th</sup> June 2024.</b></li></ul> |   |   |

The Addendum form part of the bidding document and is binding to the bidder. All other terms and conditions of the tender remain the same. You are therefore required to immediately acknowledge the receipt of this addendum.

Regards,

**Bernard Mukundi**

**For: Deputy Commissioner - Supply Chain Management**

/js



**Addendum Set "1"**

**ANNEX 1: - REVISED FORM OF TENDER**

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

*INSTRUCTIONS TO TENDERERS*

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER attached to this Form of Tender.*
- iv) **Date of this Tender submission:**..... [insert date (as day, month and year) of Tender submission] **Tender Name and Identification:**.....

**Alternative No. None**

To: ..... [Insert complete name of KRA]

- a) **No reservations:** We have examined and have no reservations to the Tendering document, including Addenda issued in accordance with Instructions to tenderers (ITT 7);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3;
- c) **Tender/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the KRA based on execution of a Tender-Securing Declaration.  
or  
Proposal-Securing Declaration in Kenya in accordance with ITT 3.6;
- d) **Conformity:** We offer to supply in conformity with the Tendering document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: [insert a brief description of the Goods and Related Services];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is:



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## SUPPLY AND DELIVERY OF DESKTOP COMPUTERS FOR A PERIOD OF ONE (1) YEAR:

TOTAL COST IN KENYA SHILLINGS IS:

IN FIGURES.....

IN WORDS.....

Provision for additional supply and delivery of desktop computers at the **unit price** quoted on a need-by-need basis subject to availability of budget and up to a maximum spend of **Kenya Shillings Eight (8) Million** for a Period of one (1) Year.

Or

Option 2, in case of multiple lots/items: (a) Total price of each lot [*insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies*]; and (b) Total price of all lots (sum of all lots) [*insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies*];

- f) **Discounts:** The discounts offered and the methodology for their application are:
  - i) The discounts offered are: [*Specify in detail each discount offered.*]
  - ii) The exact method of calculations to determine the net price after application of discounts are shown below: [*Specify in detail the method that shall be used to apply the discounts*];
  
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 17.1 (**335 days**) from the date fixed for the Tender submission deadline specified in TDS 21.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  
- (h) **Performance Security:** If our Tender is accepted, we commit to obtain a performance security of **1%** in accordance with the Tendering document;
  
- i) **One Tender per tenderer:** We are not submitting any other Tender(s) as an individual tenderer, and we are not participating in any other Tender(s) as a Joint Venture member, or as a subcontractor, and meet the requirements of ITT 3.9, other than alternative Tenders submitted in accordance with ITT 12;



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- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the KRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITT 3.7];*
- l) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

| Name of Recipient | Address | Reason | Amount |
|-------------------|---------|--------|--------|
|                   |         |        |        |
|                   |         |        |        |
|                   |         |        |        |
|                   |         |        |        |

(If none has been paid or is to be paid, indicate "none.")

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **KRA Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- o) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- p) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from \_\_\_\_\_ *(specify website)* during the procurement process and the execution of any resulting contract.
- q) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed



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the "Certificate of Independent tender Determination" attached below.

- (r) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- (s) We, the Tenderer, have completed s fully and signed the following Forms as part of our Tender:
  - a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
  - b) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
  - c) Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - d) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in "Appendix 1- Fraud and Corruption" attached to the Form of Tender.

Name of the tenderer: \*

.....

Name of the person duly authorized to sign the Tender on behalf of the tenderer:

\*\* : .....

Title of the person signing the Tender: .....

Signature of the person named above: .....

Date signed [ date ..... day of month....., year.....

\*: In the case of the Tender submitted by a Joint Venture specify the name of the Joint Venture as tenderer.

\*\* : Person signing the Tender shall have the power of attorney given by the tenderer. The power of attorney shall be attached with the Tender Schedules.

