



18th February, 2022

RE: ADDENDUM "SET 1"

KRA/HQS/RFP-043/2021 -2022: PROVISION OF INTEGRATED MARKETING AND COMMUNICATION SERVICES FOR A PERIOD OF TWO (2) YEARS

Kenya Revenue Authority wishes to inform prospective bidders of the clarifications highlighted below;

S/NO	CLARIFICATION	KRA RESPONSE
1.	Please share the Confidential business questionnaire	Confidential Business Questionnaire is hereto attached and annexed as CBQ 1 . Bidders are advised to duly fill, sign and stamp the CBQ before submission. <i>NOTE: The CBQ is a mandatory document and forms part of the evaluation criteria.</i>
2.	Confirm the tenderer can bid for any or all the 3 LOTS	Bidders are advised that they can bid for all the lots. Award shall be per lot
3.	Confirm the tenderer is to submit the technical submission as one proposal for two (2) or more LOTS and the Financials submission for each respective LOT	Bidders bidding for more than one lot are advised that they may submit technical proposals to the C folder for all the lots as one proposal with the different lots well labelled and; Financial proposal to Notes and attachment folder for all the lots as one Proposal with the different lots well labelled.
4.	A resource can appear on more than one proposal	Bidders are advised that a resource can appear in more than one Lot as long as he/she is relevant to the respective lots.
EXTENSION OF TENDER CLOSING DATE		
PREVIOUSLY		CURRENTLY
23rd February, 2022 11.00am		3rd March, 2022 11.00am
<i>Bidders are informed to align their tender security with the new tender closing date.</i>		

The Clarification/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,

Benson Kiruja

For: Deputy Commissioner - Supply Chain Management

R/N

TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

a) Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV.* Tenderer is further reminded that it is an offence to give false information on this Form.

A. Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	
8		

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full _____ Age _____

Nationality _____ Country of Origin _____

Citizenship _____


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c) Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

(d) Registered Company, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company:- Nominal Kenya Shillings

(Equivalent)..... Issued Kenya Shillings

(Equivalent).....

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in.....(Name of Procuring Entity) who has an interest or relationship in this firm?

Yes/No..... If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			



ii) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name

Title or Designation

(Signature).....Date).....

