



**ADDENDUM SET 1**

19<sup>th</sup> November, 2024.

To all Prospective bidders,

**REF: PROVISION OF MEDIA MONITORING SERVICES FOR A PERIOD OF TWO YEARS: TENDER NO. KRA/HQS/RFP-014/2024-2025**

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

NO.	Tender Document reference	ACTIVITY	KRA RESPONSE/ ADDENDUM												
1.	ITC 22.1  Mandatory Evaluation Criteria  Page 26	a. Should have undertaken at least four (4) previous assignments of similar nature completed within the last five (5) years for which the firm was legally contracted as a company. <b>At least two (2) assignments must be from public sector</b> successfully done by providing recommendation letters and copies of contract or LSOs.	Prospective bidders are notified of the criteria changes to read as follows:  a. Should have undertaken at least four (4) previous assignments of similar nature completed within the last five (5) years for which the firm was legally contracted as a company. <b>At least two (2) assignments must be from public sector</b> successfully done by <b>providing copies of contract or LSOs.</b>												
2.	Form Fin -2  Summary of costs (page 51)	<table border="1"> <thead> <tr> <th data-bbox="386 1223 705 1514">Item</th> <th colspan="2" data-bbox="711 1223 1002 1267">Cost</th> </tr> <tr> <td data-bbox="386 1523 705 1662">Provision of media monitoring services as provided in the terms of reference:</td> <td data-bbox="711 1464 871 1514">Year 1</td> <td data-bbox="877 1464 1002 1514">Year 2</td> </tr> <tr> <td data-bbox="386 1671 705 1792">Total Cost of the Financial Proposal: {Should match the amount in Form FIN-1}</td> <td data-bbox="711 1702 871 1751">A</td> <td data-bbox="877 1702 1002 1751">B</td> </tr> <tr> <td colspan="3" data-bbox="386 1800 1002 1877">Total cost for Two (2) years (A+B) to be carried to the financial proposal submission form</td> </tr> </thead> </table>	Item	Cost		Provision of media monitoring services as provided in the terms of reference:	Year 1	Year 2	Total Cost of the Financial Proposal: {Should match the amount in Form FIN-1}	A	B	Total cost for Two (2) years (A+B) to be carried to the financial proposal submission form			Prospective bidders are advised that the Summary of costs has been expunged and replaced with <b>Amended Form Fin- 2 Summary of costs.</b> Bidders are advised to use the attached <b>Amended Form Fin-2 Summary of costs</b> named <b>Annex 1</b>
Item	Cost														
Provision of media monitoring services as provided in the terms of reference:	Year 1	Year 2													
Total Cost of the Financial Proposal: {Should match the amount in Form FIN-1}	A	B													
Total cost for Two (2) years (A+B) to be carried to the financial proposal submission form															

**Note:**

Bidders are advised to acknowledge receipt of this addendum published and uploaded on the KRA Website on **19<sup>th</sup> November 2024** on [eprocurement@kra.go.ke](mailto:eprocurement@kra.go.ke).

*[Handwritten Signature]*  
19/11/2024



**KENYA REVENUE  
AUTHORITY**

ISO 9001:2015 CERTIFIED

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

Regards,

Dominic Oporo, HSC

**FOR: DEPUTY COMMISSIONER - SUPPLY CHAIN MANAGEMENT**



**ANNEX 1**  
**AMENDED FORM FIN-2 SUMMARY OF COSTS**

Item	Cost in Kenya Shillings		
		{Consultant must state the proposed Costs in accordance with ITC 16.4 of the Data Sheet.	
	Monthly Retainer fee (Inclusive of all applicable taxes)	Year 1: Retainer Fee (Total cost inclusive of all applicable taxes)	Year 2: Retainer Fee (Total cost inclusive of all applicable taxes)
Provision of media monitoring Services as provided in the terms of reference			
Total cost for two (2) years - total cost inclusive of all taxes (year 1 + year 2) to be carried to the financial proposal submission form			

**Note:**

1. Financial proposal should be inclusive of **Capacity Building Levy at a rate of 0.03% of the value of contract exclusive of applicable taxes.** This is pursuant to (PPRA circular No. 01/2024 dated 30<sup>th</sup> August, 2024. Legal notice No. 206 of 6<sup>th</sup> November, 2023. *The levy is calculated exclusive of taxes/before taxes.*
2. *Prices quoted must be inclusive of all applicable taxes.*

Bidders stamp.....Signature.....

