



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

17th October, 2022

CLARIFICATIONS/ADDENDUM "SET 1"

KRA/HQS/RGS-006/2022-2023: REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2022 - 2023 AND 2023 - 2024

Kenya Revenue Authority wishes to inform prospective bidders of the amendments detailed below for the above tender.

S/No	CLARIFICATION	KRA RESPONSE
1.	We wish to seek clarification on prequalification application. Whether to submit a separate document for every category or a single document for all categories	Bidders are advised to either submit separate documents for the categories they are interested in or a single document for all categories as long as all the requirements for each category have been provided.
2.	Kindly clarify why there are no categories reserved for the AGPO Group (Youth, Women and PWD)	Bidders are advised that the AGPO Group have been considered. Refer herein the LIST OF KENYA REVENUE AUTHORITY PROCUREMENT CATEGORIES – AMENDED that indicates categories that have been reserved for AGPO Group.
3.	REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2021 - 2022 AND 2022 – 2023 – PAGE 3 UNDER INTRODUCTION	Bidders are advised that this has been expunged and replaced with REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR FINANCIAL YEARS 2022 - 2023 AND 2023 – 2024.
4.	Bidders can only participate up-to a maximum of four (4) categories and where bidders surpass the limitation that will lead to disqualification and will not be evaluated further Under 3.3 Essential Criteria for Registration on page 8	Bidders are advised that this requirement has been expunged and replaced with: Bidders are allowed to participate any category they are interested in without any limitation on the number.
5	With regards to the Webex meeting held on 5th October 2022 one of our representative did ask for a consideration to the requirement of 2 years experience will limit our submission as the Covid 19 pandemic wasnt factored since it really affected the business entity.	Bidders are advised that the 2 years experience still holds for Categories whose eligibility is OPEN . The two years experience is not limited to any time frame. This will apply for experience gained even before the Covid- Pandemic.



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6	Firms Experience Prospective suppliers and contractors must have carried out successful supply and delivery of similar items / services/ Works to other institutions. Potential candidates must demonstrate the willingness and commitment to meet the registration criteria. (Past Performance with the Authority will be measured as an indicator for satisfactory services rendered) – Refer to Page 10 of the tender document.	This requirement only applies to bidders participating under OPEN Category .
7	FORM RQ -1 MANDATORY REGISTRATION DOCUMENTATION	Bidders are advised that this has been expunged and replaced with FORM RQ -1 MANDATORY REGISTRATION DOCUMENTATION - AMENDED
8	FORM RQ - 4: PAST EXPERIENCE NAME OF APPLICANTS OTHER CLIENTS AND VALUES TWO YEARS NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS – Refer to Page 13 of the tender document	Bidders are advised that this has been expunged and replaced with: FORM RQ - 4: PAST EXPERIENCE - AMENDED NAMES OF APPLICANT'S OTHER CLIENTS AND VALUES OF CONTRACT/ ORDERS
9	1. Is the supply of textbooks for hardcopy and digital textbooks or hardcopies only? 2. Can you please supply the booklist so that we can check if we have the right books to supply and if not we can liaise with publishers to procure the books needed.	Bidders are advised that this will only be for hardcopy textbooks. The list will be provided on a need by need basis through Request for Quotations to the bidders who will registered under category 1 .
10	EXTENSION OF TENDER CLOSING/OPENING DATE	
	PREVIOUS TENDER CLOSING DATE	NEW TENDER CLOSING DATE
	19 th October, 2022 at 11.00 am Times Tower	27 th October, 2022 at 11.00 am Times Tower



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The clarification 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

j/s



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LIST OF KENYA REVENUE AUTHORITY PROCUREMENT CATEGORIES - AMENDED

A: SUPPLY OF GOODS

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	ELIGIBILITY	PARTICIPATE (INDICATE - YES)
1.	KRA/HQS/ RGS-G /001/2022-2023	SUPPLY AND DELIVERY OF LIBRARY BOOKS AND MATERIALS	OPEN/AGPO	
2.	KRA/HQS/ RGS-G /002/2022-2023	SUPPLY AND DELIVERY OF BOTTLED WATER AND LEASE OF WATER DISPENSERS	OPEN/AGPO	
3.	KRA/HQS/ RGS-G /003/2022-2023	SUPPLY AND DELIVERY OF FRESH MEAT, POULTRY AND MEAT PRODUCTS FOR SOUTHERN REGION	OPEN/AGPO	
4.	KRA/HQS/ RGS-G /004/2022-2023	PROVISION OF LABORATORY CHEMICALS & EQUIPMENTS	OPEN/AGPO	
5.	KRA/HQS/RGS-G/005/2022-2023	PRINTING OF CERTIFICATE WITH SECURITY FEATURES	OPEN	
6.	KRA/HQS/RGS-G/006/2022-2023	SUPPLY AND DELIVERY OF TAMPER PROOF SEALS	OPEN	

B: PROVISION OF SERVICES

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	REMARKS	PARTICIPATE (INDICATE - YES)
7.	KRA/HQS/ RGS-S /007/2022-2023	SUPPLY, REPAIR, AND MAINTENANCE OF ELECTRONIC EQUIPMENT AND SYSTEMS	OPEN/AGPO	
8.	KRA/HQS/ RGS-S /008/2022-2023	SUPPLY AND MAINTENANCE OF GYM & SPORTS FACILITIES	OPEN/AGPO	
9.	KRA/HQS/ RGS-S /009/2022-2023	PROVISION OF ASSET VALUATION SERVICES	OPEN/AGPO	
10.	KRA/HQS/ RGS-S /010/2022-2023	REPAIR AND MAINTENANCE OF MOTOR VEHICLES FOR COUNTRY WIDE.	OPEN	
11.	KRA/HQS/ RGS-S /011/2022-2023	SUPPLY OF MOTOR VEHICLE FUEL, LABRICANTS AND OILS FOR WAJIR, MOYALE, MARALAL.	OPEN/AGPO	
12.	KRA/HQS/ RGS-S /012/2022-2023	PROVISION OF CONSULTANCY SERVICES IN HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT	OPEN	



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NO	CATEGORY REFERENCE NO.	CATEGORY NAME	REMARKS	PARTICIPATE (INDICATE - YES)
13.	KRA/HQS/ RGS-S /013/2022-2023	PROVISION OF TRAINING AND CAPACITY BUILDING SERVICES	OPEN	
14.	KRA/HQS/ RGS-S /014/2022-2023	PROVISION OF CUSTOMER SATISFACTION SURVEY & EMPLOYEE SATISFACTION	OPEN	
15.	KRA/HQS/ RGS-S /015/2022-2023	PROVISION OF AUCTIONEERING SERVICES	OPEN	
16.	KRA/HQS/RGS- S/016/2022-2023	PROVISION OF DÉCOR SERVICES FOR KRA EVENTS	OPEN/AGPO	

C: PROVISION OF MINOR WORKS

NO	CATEGORY REFERENCE NO.	CATEGORY NAME	REMARKS	PARTICIPATE (INDICATE - YES)
17.	KRA/HQS/ RGS-W /017/2022-2023	PROVISION OF CONSULTANCY SERVICES- QUANTITY SURVEYING, LANDSCAPING, STRUCTURAL/CIVIL ENGINEERING, ARCHITECTURAL SERVICES, ELECTRICAL ENGINEERING, INTERIOR DESIGN AND ENVIRONMENTAL SERVICES	OPEN/AGPO	



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FORM RQ -1

MANDATORY REGISTRATION DOCUMENTATION

NO.	REQUIREMENT	Required (Yes /No)
1.	Dully filled Registration Submission Form (RQ-1, RQ-2, RQ-3, RQ-4, RQ-5, RQ-6, RQ-7) – All categories	
2.	Copy of Certificate of Registration/Incorporation – All categories	
3.	Valid Tax Compliance Certificate from Kenya Revenue Authority All categories	
4.	Valid AGPO Certificate- Where applicable.	
5.	Current CR12 showing the shareholding of the firm (Not older than six months) – for Limited Companies only (sole proprietorship business are exempted)	
6.	Company Profile - All categories	
7.	Dully filled, signed and stamped business questionnaire in the format provided.- All categories	
8.	At least two years of Experience for Supply and delivery of Similar Goods, Services or Works (Attach Orders or Contracts or reference letters at least two (2) where Eligibility is Open.)	
9.	Relevant Registration and Practising License for Consultancy Services participating in. For example, Registration with National Construction Authority (NCA) category 8 and above in building/civil/electrical works for those under these fields accompanied by the Annual Practicing Licences. Applicable for category 17	
10.	Certificate from Kenya Bureau of standards for the Registration of Drinking water - Applicable for category 2	
11.	Certificate of Registration by Valuers Registration Board for Registration of Valuation services Applicable for category 9	
12.	Valid Registration with the National Industrial Training Authority (NITA) for local bidders Applicable for category No. 12 & 13	



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FORM RQ - 4: PAST EXPERIENCE - AMENDED

NAMES OF APPLICANT'S OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st client

(Organization).....

- i) Address of Client (Organization).....
- ii) Name of contact person at the client (Organization).....
- iii) Telephone No. of Client.....
- iii) Value of ontract.....
- v) Duration of contract (date).....

2. Name of 2nd Client (Organization).....

- i) i) Address of Client (Organization).....
- ii) Name of contact person at the client (Organization).....
- iii) Telephone No. of Client.....
- iii) Value of ontract.....
- v) Duration of contract (date).....

3. Name of 3rd Client (Organization)

- i) Address of Client (Organization).....
- ii) Name of contact person at the client (Organization).....
- iii) Telephone No. of Client.....
- iii) Value of ontract.....
- v) Duration of contract (date).....

4. Others

Note: The information provided in Items 1, 2, 3 and 4 should be accompanied by references from the Organization that you have listed showing the value of the Contracts/orders awarded and executed by your firm. Copies of LPO/LSO or contracts need to be submitted as evidence.

