



**ADDENDUM SET 1**

**17<sup>th</sup> September 2024.**

To all Prospective bidders,

**REF: PROVISION OF PENSION SCHEME ADMINISTRATION SERVICES FOR  
KENYA REVENUE AUTHORITY STAFF PENSION SCHEME. TENDER  
NO. KRA/HQS/RFP-006/2024-2025**

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

<b>NO.</b>	<b>Tender Document reference</b>	<b>ACTIVITY/QUERY</b>	<b>KRA RESPONSE</b>				
1.	ITC 22.2  Evaluation of Technical Proposals  Page 24  (Clause 1b)	<table border="1"><tr><td>B) Indicate the membership portfolio of clients in (a) above. This information should be provided in the signed clients recommendation letters. 1500 members and above– 1.5 mark each 700 – 1500 members – 1.5 mark each 400- 700 members – 0.5 marks each Below 400 members – 0 marks</td><td>8</td></tr></table>	B) Indicate the membership portfolio of clients in (a) above. This information should be provided in the signed clients recommendation letters. 1500 members and above– 1.5 mark each 700 – 1500 members – 1.5 mark each 400- 700 members – 0.5 marks each Below 400 members – 0 marks	8	<table border="1"><tr><td><b>B) Indicate the membership portfolio of clients in (a) above. This information should be provided in the signed clients' recommendation letters. 1500 members and above– 1.5 mark each 700 – 1500 members – 1.5 mark each 400- 700 members – 0.5 marks each Below 400 members – 0 marks</b></td><td>6</td></tr></table>	<b>B) Indicate the membership portfolio of clients in (a) above. This information should be provided in the signed clients' recommendation letters. 1500 members and above– 1.5 mark each 700 – 1500 members – 1.5 mark each 400- 700 members – 0.5 marks each Below 400 members – 0 marks</b>	6
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2.	ITC 22.2  Evaluation of Technical Proposals  Page 25  (Clause 5)	<table border="1"><tr><td>Risk Management State at least five (5) key risk analysis and mitigation measures employed by your firm to protect the Scheme under your administration. The detailed description of risk and security controls should include but not limited to: system integrity, data backup, protection and recovery protocol, authentication controls and the risk management and control strategies in place – 1.5 mark for each</td><td>6</td></tr></table>	Risk Management State at least five (5) key risk analysis and mitigation measures employed by your firm to protect the Scheme under your administration. The detailed description of risk and security controls should include but not limited to: system integrity, data backup, protection and recovery protocol, authentication controls and the risk management and control strategies in place – 1.5 mark for each	6	<table border="1"><tr><td><b>Risk Management State at least five (5) key risk analysis and mitigation measures employed by your firm to protect the Scheme under your administration. The detailed description of risk and security controls should include but not limited to: system integrity, data backup, protection and recovery protocol, authentication controls and the risk management and control strategies in place – 1.6 marks for each</b></td><td>8</td></tr></table>	<b>Risk Management State at least five (5) key risk analysis and mitigation measures employed by your firm to protect the Scheme under your administration. The detailed description of risk and security controls should include but not limited to: system integrity, data backup, protection and recovery protocol, authentication controls and the risk management and control strategies in place – 1.6 marks for each</b>	8
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# KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

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3.	ITC 22.2  Evaluation of Technical Proposals  Page 24  (Clause 6a)	<table border="1"> <tr> <td><b>Team leader/CEO</b></td> <td>7</td> </tr> <tr> <td>Team leader – An experienced pensions expert with a master degree in a business related field and over 15 years’ pensions experience: 15 years’ and above experience (3 marks) 5- 9 years’ experience (2 marks) Below 5 years (0 mark)</td> <td>3</td> </tr> </table>	<b>Team leader/CEO</b>	7	Team leader – An experienced pensions expert with a master degree in a business related field and over 15 years’ pensions experience: 15 years’ and above experience (3 marks) 5- 9 years’ experience (2 marks) Below 5 years (0 mark)	3	<table border="1"> <tr> <td><b>Team leader/CEO</b></td> <td>7</td> </tr> <tr> <td><b>Team leader – An experienced pensions expert with a master degree in a business related field and over 15 years’ pensions experience: 15 years’ and above experience (3 marks) 10-14 years’ experience (2 marks) 5- 9 years’ experience Below 5 years (1 mark) Below 5 years (0 marks)</b></td> <td>3</td> </tr> </table>	<b>Team leader/CEO</b>	7	<b>Team leader – An experienced pensions expert with a master degree in a business related field and over 15 years’ pensions experience: 15 years’ and above experience (3 marks) 10-14 years’ experience (2 marks) 5- 9 years’ experience Below 5 years (1 mark) Below 5 years (0 marks)</b>	3
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4.	Form Fin 2- Summary of costs  Page 51	<p><b><u>We would wish to make the clarification on the summary of costs as follows to the prospective bidders:</u></b></p> <p>The fees quoted should be a percentage (%) of the fund value (approximate 28 Billion) to a maximum of KES 40,000,000.00 being the Scheme’s fixed budget for Administration Services.</p>									
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Prospective bidders are advised to acknowledge receipt of this addendum published and uploaded on the KRA Website on <b>17<sup>th</sup> September 2024</b> on <a href="mailto:eprocurement@kra.go.ke">eprocurement@kra.go.ke</a>.</li> </ul>											

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,

Martha Wakio

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