



KENYA REVENUE AUTHORITY

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CLARIFICATIONS / ADDENDUM SET "1"

21st January, 2022

KRA/HQS/NCB-028/2021-2022-PROVISION OF INSURANCE BROKERAGE SERVICES FOR USHURU PENSION TOWERS AND PLAZA FOR A PERIOD OF TWO (2) YEARS

Kenya Revenue Authority wishes to inform prospective bidders of the clarifications highlighted below for the tender for provision of Insurance Services for Ushuru Pension Towers and Plaza.

No.	CLARIFICATION	CLARIFICATION RESPONSE.
1.	On Schedule of requirements page 45	Prospective bidders are hereby advised the Schedule of requirements has been expunged and replaced with: ✓ Revised Price Schedule attached as Annex 1.
2.	On Form of tender of Tender document on page 32 to 34.	Prospective bidders are hereby advised the Form of tender has been expunged and replaced with: ✓ Revised Form of Tender attached as Annex 2.
Note: Bidders are advised to: ✓ Acknowledge receipt of this addendum published and uploaded on the KRA website on 21st January, 2022.		

This Clarification form part of the bidding document and is binding to the bidder. All other terms and conditions of the tender remain the same. Prospective bidders are therefore required to immediately acknowledge receipt of this addendum through eprocurement@kra.go.ke

Regards,

Benson Kiruja

For: Deputy Commissioner - Supply Chain Management

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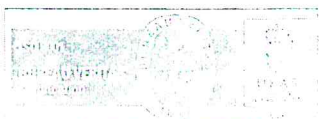


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ANNEX 1. PRICE SCHEDULE.

		Gross Annual Premium(kshs incl of applicable taxes.)	Two years Gross premium kshs incl of applicable taxes.)
1.	<p><u>Ushuru Pension Towers (LR No. 209/11122), Elgon Road, Upper Hill, Nairobi</u></p> <p>a) Property, Sabotage, Terrorism and Political Risks</p> <p>i) Material Damage Sum Insured Kshs. 2,328,566,250.00</p> <p>ii) Business Interruption (Loss of Rent) Sum Insured Kshs. 288,169,995.00</p> <p>b) Fire ,Earthquake and Special Perils</p> <p>i) Material Damage Sum Insured Kshs. 2,328,566,250.00</p> <p>ii) Business Interruption (Loss of Rent) Sum Insured Kshs. 288,169,995.00</p> <p>c) Machinery Breakdown Material Damage</p> <p>i) Generators Sum Insured Kshs. 25,729,386.00</p> <p>ii) Lifts Sum Insured Kshs 36,375,000.00</p> <p>d) Plate Glass Limit of Indemnity Including Fitting & Delivery Charge - Kshs. 64,400,000.00</p> <p>e) General Public Liability Limit of Indemnity Kshs. 5,000,000.00</p>		



Tulipe Ushuru Wafanyakazi

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2.	<p><u>Ushuru Pension Plaza (LR No. 209/21599), Muthangari Drive, Muthangari, West End, Nairobi</u></p> <p>a) Property, Sabotage, Terrorism and Political Risks</p> <p>i) Material Damage Sum Insured Kshs. 2,450,000,000.00</p> <p>ii) Business Interruption (Loss of Rent) Sum Insured Kshs. 300,604,000.00</p> <p>b) Fire ,Earthquake and Special Perils</p> <p>i) Material Damage Sum Insured Kshs. 2,450,000,000.00</p> <p>ii) Business Interruption (Loss of Rent) Sum Insured Kshs. 300,604,000.00</p> <p>c) Machinery Breakdown Material Damage</p> <p>i) Generators Sum Insured Kshs. 13,030,860.00</p> <p>ii) Lifts Sum Insured Kshs. 55,072,598.00</p> <p>d) Plate Glass Limit of Indemnity Including Fitting & Delivery Charge Kshs. 46,269,000.00</p> <p>e) General Public Liability Limit of Indemnity Kshs. 5,000,000.00</p>		
	GRAND TOTAL KSHS INCL OF APPLICABLE TAXES.)		
	GRAND TOTAL KSHS INCL OF APPLICABLE TAXES.) FOR THE TWO YEARS TO BE CARRIED TO THE FORM OF TENDER		


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ANNEX 2. REVISED FORM OF TENDER

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 and TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE all attached to this Form of Tender.*
- iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
 - a) *Tenderer's Eligibility-Confidential Business Questionnaire*
 - b) *Certificate of Independent Tender Determination*
 - c) *Self-Declaration of the Tenderer*

Date of this Tender submission:..... [insert date (as day, month and

year) of Tender submission] **Tender Name and Identification:**.....

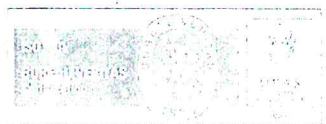
FOR PROVISION OF INSURANCE BROKERAGE SERVICES FOR USHURU PENSION TOWERS AND PLAZA FOR A PERIOD OF TWO (2) YEARS AT A TOTAL COST OF KSHS IN FIGURES.....

IN WORDS.....

To: _____ [insert complete name of Kenya Revenue Authority]

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT 9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;

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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 4.6];

- g) **Commissions, gratuities and 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, including Insurance Brokers, 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.”)

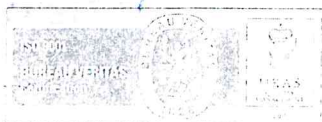
[Delete if not appropriate, or amend to suit] We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.

- (m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (n) **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;
- (o) **Fraud and Corruption:** We here by 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) **Collusive practices:** We here by 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 the “Certificate of Independent tender Determination” attached below; and
- (q) **Code of Ethical Conduct:** We under take 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.
- (r) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:

Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest

- (i) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.

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- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Kenya Revenue Authority based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT 21;
- d) **Conformity:** We offer to provide the Insurance Services in conformity with the tendering document of the following: [*insert the list of items tendered for and a brief description of the Insurance Services*];

SCHEDULE OF TENDERED ITEMS ND PRICES

1	2	3	4	5	6	7
No of item to be insured	Brief description of item to be insured	Value of item to be insured	Insurance period	Insurance Premium per annum (Tender Price)	Price discount (if any)	Total Tender Price for Insurance Service per annum
No 1						
No 2						
No 3						

- a) **Discounts:** The discounts offered and the methodology for their application are:
- The discounts offered are: [*Specify in detail each discount offered.*]
 - The exact method of calculations to determine the net price after application of discounts is shown below: [*Specify in detail the method that shall be used to apply the discounts*];
- b) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 19.1(as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS 23.1(as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- c) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;(Performance security from the bank/insurance of 5% renewable annually is required)
- d) **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 4.3, other than alternative Tenders submitted in accordance with ITT 14;
- e) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or insurance 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 PPRA. Further, we are not in eligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- f) **State-owned enterprise or institution:** [*select the appropriate option and delete*

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- (ii) Self-Declaration of the Tenderer—to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
- (iii) 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: *[insert complete name of person signing the Tender]

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: **:.....
[insert complete name of person duly authorized to sign the Tender]

Title of the person signing the Tender:..... [insert complete title of the person signing the

Tender] Signature of the person named above :..... [insert signature of person whose name and capacity are shown above]

Date signed:..... [insert date of signing] day of [insert month],
[insert year].


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