

28th November, 2023

CLARIFICATIONS/ADDENDUM “SET 2”

KRA/HQS/NCB-025/2023-2024: PROVISION OF CLEANING AND GARBAGE COLLECTION SERVICES FOR KRA OFFICES AND RESIDENTIAL AREAS FOR A PERIOD OF (2) YEARS.

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

No	Query	KRA Response
1.	Mandatory Criteria 13- On copies of staff payroll certified by the bank; for firms that have outsourced payroll to HR firms, which pay online to staff bank accounts, can the outsourced firms certify the payroll since we do not deal with the bank directly?	Bidders are advised that a report from an outsourced Human Resource firm is acceptable.
2	Mandatory Criteria 22 - Our bank has committed and certified a line of credit of 60% of the contract sum, and insisted that they cannot commit to a specific figure due to their current regulations, will this be accepted? 60% of the contract sum is far much better than the 2 million required.	Bidders are advised that this is acceptable as long as the bank commits to extend credit to the tune of 60% of the resultant contract sum.
3.	On the form of tender, you've indicated that there is a provision for cost of additional space for Kshs. 70,000,000. Should this cost be inclusive of the final cost to be indicated in the form of tender?	This cost should NOT form part of the bidder's tender cost. This shall be used by the Authority in the event of an additional space that shall require cleaning in the course of the two years contract duration.
4.	I have a NEMA certificate for garbage & waste disposal expiring on 5 th December, 2023 and NEMA have notified me that they cannot issue a new certificate until the old one has expired and this will take some process when I apply on 5 th December, 2023, Kindly can I attach the invoice as proof I'm in the process of renewing.	Bidders are advised that NEMA certificates expiring within the month of December are valid as long as the bidder avails a receipt seeking renewal. However at the point of contracting the bidder shall be required to avail a valid NEMA certificate.

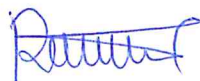
4.	I Have Dosh 22 certificate expiring on 6 th December, 2023 and the Directorate of Occupational Safety and Health Services notified me that they cannot issue a new certificate until the old one has expired and this will take some process when I apply on 6 th December, 2023, Kindly can I attach the invoice as proof I'm in the process of renewing.	Bidders are advised that DOSH certificates expiring within the month of December are valid as long as a bidder avails a receipt seeking renewal. However at the point of contracting the bidder shall be required to avail a valid DOSH certificate.
5.	Is It necessary for one to print out the price schedules for the lots we are not bidding for?	Bidders are advised that they are at liberty to print all or only the price schedules of the lots they are interested in.
6.	On lot 2 (Nairobi) , there are some regions which are not located within Nairobi, i.e.; LOITOKITOK & NAMANGA, do we use the monthly minimum wage rate for all former municipalities and Town councils or the monthly wage rate for Nairobi for these regions.	Bidders are advised to compute separately the labour for Nairobi region and former town councils.
7.	My tax compliance expires on the 7 th December 2023 when the tender shall be closing. KRA cannot issue another tax compliance before. What happens to the certificate when the evaluation starts?	Bidders are advised Certificates expiring on the date of tender closing shall be considered valid.
8.	The Bank will give a Bank letter but I have not come across any Bank which commits to a credit limit. The credit limit is only applicable when you actually apply for the loan. How do we handle this?	Bidders are advised that the requirement of bank credit line still remains. Bidders are required to adhere to this requirement.
9.	Which criteria do you normally apply to award contracts to abnormally low tenders where the tender price in combination with other elements of the Tender appears so low and ability to perform the contract is questionable?	Thorough due diligence shall be carried out before award is recommended.
10.	If the company was registered last year and has contracts ongoing can it Tender?	Bidders are advised that this tender is open to all eligible bidders.
11.	Tools and Equipment are priced annually, there is also an option provided on monthly cost. Kindly advice on this.	Bidders are advised to use the format provided in the computation of tools and services.

12.	I was at NSSF offices yesterday to certify my list of staff but they said once they receipt that's all. My question is it okay?	Bidders are advised that the receipt should be accompanied by a breakdown of all the employees whose remittance has been done to the NSSF
13.	Differentiate between NHIF returns and Remittances Payrolls	Bidders are advised to remittance payrolls as an evidence of NHIF Returns
14.	If my eligibility applies for three lots can I quote for the three lots?	Bidders are advised that this is allowed. However, where a bidder emerges the lowest evaluated responsive bidder for multiples lots, the bidder will only be awarded one lot with the highest financial value
15.	Suppose if one requirement expires a day before submission and then you happen to renew and don't get it on time, will you be considered if you attach the receipt?	Bidders are advised that certificates expiring within the month of December are valid as long as a bidder avails a receipt seeking renewal. However, at the point of contracting the bidder shall be required to avail valid certificates.
16.	In the BQ under the summary table for each lot there is no row for contractors' margin and overheads. Where do we show the margins?	Bidders are advised that their margins should be factored in all the costs for the line items.
17.	Banks are giving credit limit as a percentage of the contract sum as opposed to giving a given figure. A percentage acceptable?	Bidders are advised that this is acceptable as long as the bank commits to extend credit to the tune of 60% of the resultant contract sum.

Bidders are advised that the tender closing/opening date remains as 7th December 2023 at 11.00am

The clarification forms 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 receipt of this addendum.

Regards,



Rhodah Nzovila

AG. DEPUTY COMMISSIONER - SUPPLY CHAIN MANAGEMENT

