



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

ADDENDUM "SET 3"

14TH MARCH, 2022.

To all Prospective bidders,

REF: TENDER NO. KRA/HQS/NCB -053/2021-2022 – PROVISION OF SERVICE CHARGE AUDIT SERVICES FOR KENYA REVENUE AUTHORITY STAFF PENSION SCHEME (KRASPS) FOR A PERIOD OF THREE (3) YEARS

KRA wishes to inform the prospective bidders to note the following amendments and clarifications in the bid document and effect the amendments appropriately for the above tender;

ACTIVITY /ITEM DESCRIPTION	KRA RESPONSE
Second Prebid Meeting	Bidders are advised that a second prebid has been scheduled as follows: Date: 18th March 2022 Time: 10:00am VIRTUAL Bidders are advised to register through the Prebid link uploaded in the website.
Additional Mandatory Requirement	
Technical Evaluation	Bidders are advised that the technical evaluation has been provided here in and named as Annex 1: (C) Clause by Clause Technical Evaluation . This is a mandatory requirement and bidders should give their response as advised.
Extension of Tender Closing/Opening Date	
Previous Tender Closing Date	New Tender Closing Date
18th March, 2022 at 11.00 am Times Tower	30th March, 2022 at 11.00 am Times Tower
Note: Bidders are advised to: <ul style="list-style-type: none">✓ Acknowledge receipt of this addendum published and uploaded on the KRA Website on 14th March, 2022.✓ Align their bid security to be valid upto and including 29th March 2023	



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The Addendum 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



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ANNEX 1: (C) CLAUSE BY CLAUSE TECHNICAL EVALUATION

Instructions to Bidders

- Bidders are required to fill the table below or use its format to respond.
- Bidders are required to give substantive response or can use "**Understood and will Comply**" to respond to the technical requirements. Use of **Yes, No, tick, compliant etc will be considered non responsive**
- Bidders who fail to respond as directed to the schedule of requirements will not be considered for technical evaluation.

Technical Clause By Clause Requirements

No	KRA Requirement	Understood and will Comply
1	Prepare service charge accounts on accrual basis	
2	Obtain from management the service charge expense report and ensure that information therein relates to the correct property (Ushuru Pension Plaza & Ushuru Pension Towers)	
3	Agree the expenses as per the service charge report to contracts with third parties, fee notes and/or invoices to confirm accuracy and occurrence.	
4	Obtain from the management the occupancy report(s) and on a random sample basis, agree the sample to the terms on the tenancy agreements i.e. floor space, commencement date and period of the tenancy as inputs of the apportionment report.	
5	Obtain from the management the Apportionment calculations, ensure arithmetic accuracy and correct apportionment of service charge expenses to the tenants.	
6	The Audit will be carried out in accordance with the International Auditing Standards and will include tests and verification procedures, as the auditors deem necessary.	
7	Issue the signed accounts within 3 months after the year end	
8	Perform timely work and ensure the risk of misstatements are eliminated.	
9	Carry out 100% testing of transactions and review them thoroughly to ensure they are completely error-free.	
10	Prepare the annual statement of service charge expenditure as well as certify it.	
11	Ensuring that both recoverable and non-recoverable expenses are properly accounted for.	



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12	Advice related to VAT along with any other tax advice.	
13	Preparation of Service Charge Reconciliation. Prepare detailed and easy to follow, cogent, concise, and coherent service charge reconciliation statements.	
14	Gauge the risk associated with each property and produce complete reports for each tenant backed by Analytics.	
15	Provide detailed reports of the clients' assets to efficiently manage them.	
	REMARKS – PASS OR FAIL	

NOTE:

OVERALL TENDER EVALUATION CRITERIA

The tender evaluation criteria is weighted as follows; -

No	Criteria	Requirement:	Cut-Off Score
1	Tender Responsiveness	Mandatory	All Mandatory
2	Vendor Evaluation	Pass	Pass
3	Technical Evaluation	Pass	Pass
4	Post Qualification Evaluation	KRA shall carry out due diligence to ascertain the bidders past performance.	

NB: Award shall be to the Lowest evaluated bidder in cost per Lot