



ADDENDUM SET 1

2nd September 2024.

To all Prospective bidders,

REF NO. KRA/HQS/PREQ-001/2024- 2025 – ONBOARDING OF MEDICAL SERVICE PROVIDERS FOR KENYA REVENUE AUTHORITY.

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

NO.	Tender Document reference	ACTIVITY/QUERY	KRA RESPONSE
GENERAL QUERIES			
1.	Page 3 - Invitation to apply for Shortlisting	Documents should be one continuous or separate with attachments	Applicants are advised that all attachments should be in one document and uploaded as one attachment on the supplier portal.
2.	Section II – Prequalification Data Sheet Clause 16.2 & Section III Qualification criteria	We filled a business questionnaire online when doing self-registration on eProcurement, are we required to fill another one?	While registering on the supplier portal, applicants are required to fill the business questionnaire. Additionally, it is a mandatory requirement to fill in the confidential business questionnaire as provided in the application document.
3.	Section III Qualification criteria	Price list do you want on excel sheet or PDF continuous with other documents	The price list should be in PDF format, signed and stamped.
4.	Section III Qualification criteria	Must we all get Power of Attorney? Is there a standard format for the power of attorney?	There is no prescribed format for a power of attorney. The power of attorney is a requirement for all companies and partnerships and exempt for sole proprietor/ medical specialists.
5.	Section III Qualification criteria	What is the responsibility of the power of attorney?	Power of attorney is a document from the company granting an individual permission to act on behalf of the company.
6.	Page 16 Qualification criteria	For hospitals that have branches, are we including all the branches since some of them are not level 4 but are in the regions indicated?	The main hospital (HQ) should be meeting all requirements and all branches listed.
7.	Page 16 Qualification criteria	On our documentation for the facility approval on 3rd January 2024 was specified as level 4 hospital. However, it was erroneously registered as level 3B. Will this hinder our application to offer medical services	The facilities for onboarding will only be for hospitals with classification at Level 4-6.
8.	Page 16 Qualification criteria	No 2.Accreditation/classification at level 4 to 6 from the National Health Insurer- Under this requirement does it mean other hospitals levels are left out. We have level 4 & 5 but still we have one branch that is Level 3A.Kindly clarify	The main hospital with classification from level 4-6 should apply for the other branches.
9.	Page 16 Qualification criteria	NHIF accreditation was halted last year. As a new facility we are yet to be accredited. Kindly advise? Note: Even if we are not registered with NHIF, we can still offer a Rebate of	Accreditation with the national insurer is a mandatory requirement. New facilities may be considered in the next cycle of onboarding.

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		2000/= per bed per night.	
10.	Page 16 Qualification criteria	As we have mentioned that we are a new facility, we don't have service contracts with three (3) or more clientele with more than ten-thousand (10,000) beneficiaries. Kindly advise?	Applications should meet all qualification criteria/ requirements provided in each Lot.
11.	General	As a medical facility, we have both residential and visiting consultants. Under which <u>Lot</u> do we submit our application?	The Medical facility/ hospital will apply under Lot 1 while visiting consultants will apply under Lot 2 as medical specialists.
12.	Page 16 Qualification criteria	Kindly clarify for a hospital who also have specialised clinics is it necessary to submit the various specialised clinic as part of the hospital submission or should the hospital apply for all specialists' services independently?	No. All Clinics/ pharmacies/ laboratories in a hospital will submit their applications under Lot 1.
13.	General	We offer comprehensive, integrated medical care throughout our network of 63 outpatient medical centres, which are spread across 36 counties out of 47 in the country. Kindly confirm whether we need to tender per individual clinic or centrally via our HQ.	Central application by the main facility (HQs) indicating all branches is okay.
14.	General	Please clarify more on Lot 1, item 3. Is it a contract or recommendation letter that is required?	Applicant should provide confirmation/proof of service/ letters of award.
15.	General	For specialists who has an office in a doctors plaza in a hospital and who dont have a company, the tender registration portal obligatory needs a Certificate of Registration as a company. How to address this?	Medical Specialists will apply under Lot 2, which does not require Certificate of Registration as a company.
16.	Page 17 & Page 20 Qualification criteria	KMPDU membership? What do we attach since the union does not issue certificates?	The requirement has been amended to Kenya Medical Practitioners and Dentists Council (KMPDC) registration/renewal.
17.	Page 19 Qualification criteria	Please clarify number 5 on rehabilitation centres	The applicant should provide at least three (3) corporate clients served by the bidder (Counsellor/rehabilitation centre). This should be within the last three (3) years from the date of submission.
18.	Page 16 & Page 17 Qualification criteria	Which LOT does dental outpatient clinic fall?	Only dental clinics within level 4-6 facilities will be categorized under Lot 1. Individual dentists with dental clinics will apply under Lot2 as medical specialists.
19.	Page 17 & Page 20 Qualification criteria	If I have employees and do not practice myself, do I have to be a member of KMPDU?	No the facility is required to meet requirements under Lot 1 or Lot 3.
20.	Section III Qualification criteria	For an outpatient facility with lab and pharmacy does one have to fill lot 1,4and 6 separately	Lot 1 applicants should be in level 4-6 classification.
21.	Section III Qualification criteria	How do we fill form SD2 and SD1 if I am applying for LOT 2 as a specialist	These forms should be filled in by the individual, with their details as required and guided by the SD1 & SD2 forms.

Handwritten signature and date: 21/1/21



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22.	Page 16 Qualification criteria	For how long should we have been in existence to qualify for lot 1	KMPDC registration with no duration required.
23.	Page 16 Qualification criteria	On lot 1, does item 5,12,13,14 & 15 apply to facilities that are in faith-based category?	The medical facility shall provide documentation showing evidence of ownership. However, all other requirements under this LOT will apply.
24.	Section III Qualification criteria	What does it mean by national insurer is it KMPDC or NHIF	National insurer is National Health Insurance Fund (NHIF)/Social Health Authority (SHA)
25.	Section III Qualification criteria	Psychiatry hospital is under lot 1 or lot 2?	Lot 1 for hospitals in level 4 and above. Lot 2 for medical specialists.
26.	Page 17 Qualification criteria	Under LOT 2, Tax Compliance is for the Individual Specialist or for the Clinic.	For medical specialists, tax compliance certificate will be required for the specialist and not the company.
27.	Page 16 Qualification criteria	Initially we used to get MOA from registrar of companies, now days we get CR1,CR2,CR8 and C12, which documents among this can stand in for MOA?	Applicants are advised to submit certified copies of CR1, CR2, CR8 in place on the Memorandum and Articles of Association.
28.	Section III Qualification criteria	Do specialists require CR12/13 and if the clinic is a limited company with one director who is the specialist do you apply under the specialist doctor or the company? Kindly advice. Thank you	CR12 is a requirement for a limited company and CR13 for Limited Liability partnerships. This requirement is not required for a medical specialist in Lot 2 .
29.	Section III Qualification criteria	How many medical officers and specialists should a facility have to be on board as a service provider	As per KMPDC registration for Level 4-6.
30.	Section III Qualification criteria	Do the recommendation letters need to be current or from several years ago	Recommendation letters need to be dated within the last three (3) years from the submission date.
31.	Page 21 Qualification criteria	A specialist employed by a company wishes to apply, has no CR12. How is that?	The specialist should apply as a medical specialist under Lot 2.
32.	Page 21 Qualification criteria	Optical are in which category	Opticals (new) is added to Lot 4 under the category of Pharmacies/ Chemists and a mandatory registration with Kenya Association of Opticians (KAO). However, Ophthalmologists fall under Lot 2 as medical specialists.
33.		We humbly request for extension of tender submission. We are getting system challenges on portal submission.	Applicants are advised that the submission date has been rescheduled from 3 rd September 2024 to <u>Wednesday, 11th September 2024.</u>

Applicants are advised to take note on the following additional information:

- Applicants to take note of the revised submission date; **Wednesday, 11th September 2024 at 1100hrs. (EAT)**

Note:

- Applicants encountering any system challenges are requested to write to srmsupport@kra.go.ke and copy to eprocurement@kra.go.ke or contact us on 0709012353/ 0709017021/ 0709013124



The Addendum form part of the application document and is binding to all applicants. 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