



# KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

7<sup>th</sup> October, 2022

## ADDENDUM "SET 1"

### **KRA/HQS/RFP-005/2022 -2023: REQUEST FOR PROPOSAL FOR PROVISION OF CONSULTANCY SERVICES FOR SALARY SURVEY**

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

S/No	CLARIFICATION	KRA RESPONSE
1.	How old should CR 12	Bidders are advised that the CR12 should be within the last 6 months from the date of the tender closing.
2.	If the company does not have an IHRM Practicing license is a joint venture allowed in such a case	Joint Venture is allowed to a maximum of two parties. The joint venture partner should as well provide the following Mandatory documents; i) Tax compliance certificate ii) Certificate of registration /incorporation iii) C12 certificate dated within last 6 months from date of tender closure iv) Submit Dully filled, signed, and stamped v) Certificate of Independent Proposal Determination. vi) Submit duly filled, signed, and stamped Self- Declaration Form (Form SD1 - Form Tech 8) vii) Submit Dully filled, signed, and stamped Self-Declaration that the Person / Tenderer will not engage in any Corruption or Fraudulent Practice. - (Form SD2) viii) Submit Dully filled, signed, and stamped Self-Declaration that the Person / Tenderer will not engage in any Corruption or Fraudulent Practice. - (Form SD2) ix) Submit Dully filled, signed, and stamped Declaration and commitment to the code of ethics x) Submit Duly filled, signed, and stamped Confidential Business Questionnaire

  
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3.	Clarify also if the mandatory requirements are to be part of the technical proposal or should be submitted separately.	Bidders are advised that the mandatory requirements forms part of the technical proposal.
4.	Whether tender security is to be incorporated in the technical proposal as a soft copy as opposed to a hard copy in the tender box.	Bidders are advised to submit original hard copy of the bid security. Note: The bid security should be valid for 365 days from the date of tender closure. The original bid security shall be deposited in the tender security box located at Ground Floor, Times Tower Building.
5	The requirement on the provision of LSO/contracts as part of the assignment, since it entails a lot of information, is the client data protected?	This has been amended. Bidders are advised that “ <b>Firms and Consultant requirement</b> ” has been expunged and replaced with “ <b>Firms and Consultant requirements –Amended</b> ” which bidders should use while responding to the tender.
6	On the issue of Providing 2 directors who are members of the IHRM, please clarify on the issue since only one Director is allowed in a company.	This requirement has been expunged.
7.	Clarify if the cut-off score for technical evaluation 30 or 35?	Bidders are advised that the cut off score for technical evaluation is 35 marks.
8.	Submit duly filled, signed/stamped <b>Beneficial Disclosure Form</b>	This requirement has been expunged
9	<b>FINANCIAL REQUIREMENTS</b>	Bidders are advised that the <b>FINANCIAL REQUIREMENTS</b> has been expunged and replaced with <b>FINANCIAL REQUIREMENTS - AMENDED</b> which bidders should use while responding to the tender

The clarification 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,

  
**Benson Kiruja**

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

R/N

***Tulipe Ushuru Tujitegemee!***



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### FIRM AND CONSULTANTS' REQUIREMENTS - AMENDED

	Criteria	Marks
1	<p><b>Company Profile</b> The Firm to provide a company profile where it should demonstrate clearly the following:</p> <p><b>a) Experience in conducting salary and benefit locally and/ or internationally:</b></p> <p>i) Above 15 years' experience...<b>10 marks</b></p> <p>ii) Between 10 and 15 years' experience .....<b>5 marks</b></p> <p>iii) Below 10 years' experience.....<b>3 marks</b></p>	10
2	<p>The firm to provide a list of at <b>least three (3) reputable corporate clients with over 3,000 employees</b> where you have conducted a salary survey and developed/reviewed a salary structure <b>within the last five years.</b></p> <p><b><i>Proof of satisfactory service from the clients listed above:</i></b></p> <p>Bidders to submit letters of reference/recommendation from the client (on clients' letterhead), which should include: summary of <b>services rendered, value of contracts, duration of the assignment carried out, contact person, address and telephone numbers.... 10 marks each.</b></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>The information provided for the salary survey carried out by the vendor shall be subjected to verification to confirm the successful implementation</li></ul>	30

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Criteria	Marks
<p>3 <b><u>Firm's proposed Staff to carry out the assignment</u></b></p> <p><b>A) Lead Staff/Consultant</b> Should have a minimum of Bachelor's degree in law, statistics, labour economics, human resources, or other related fields. A valid/current membership with a relevant professional body or its equivalent and, <b>at least 15 years' experience in formulating salary structures and managing large teams with exposure in public sector.</b> Submit a detailed CV supported with certified copies of professional certificates and valid membership from the relevant professional bodies.</p> <p><b>B) Technical staff Qualifications.</b> Provide: at <b>least four (4) technical</b> staff who have a minimum of Bachelor's degree in law, statistics, labour economics, human resources, or other related fields. A valid/current membership with a relevant professional body or its equivalent and, <b>at least 5 years of relevant experience in the area of compensation and benefits surveys.</b> Submit detailed CVs supported with certified copies of professional certificates and valid membership from the relevant professional bodies. <b>NB: These documents will be used to score and rate the capacity</b></p> <p><b>Five (5) Marks for each resource with all requirements Max Score = 20 Marks</b></p>	<p>10</p> <p>20</p>
<b>Total</b>	<b>70</b>
<b>Total Marks prorated to</b>	<b>40</b>
<b>Cut off score</b>	<b>30</b>

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### FINANCIAL REQUIREMENTS - AMENDED

The Submissions on the Financial Requirements shall meet all the requirements in

#### 1. SECTION 4. FINANCIAL PROPOSAL – STANDARDS FORMS

The evaluation of the responsive bids will take into account technical factors, demonstration of system functionality by bidders in addition to financial factors. An Evaluated Bid Score (B) will be calculated for each responsive bid using the following formula, which permits a comprehensive assessment of the bid price and the technical merits of each bid:

$$\text{where: } B \equiv \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1 - X)$$

$C$  = Evaluated Bid Price - as provided on the Financial Proposal Submission Form - **Provision of Consultancy Services for Salary Survey.**

$C_{low}$  = the lowest of all Evaluated Bid Prices among responsive bids

$T$  = the total Technical Score awarded to the bid

$T_{high}$  = the Technical Score achieved by the bid that was scored highest among all responsive bids

$X$  = weight for the Price as specified in the BDS (i.e. 0.2)

The bid with the highest Evaluated Bid Score (B) among responsive bids shall be termed the Lowest Evaluated Bid and is eligible for Contract award.

  
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