



KENYA REVENUE AUTHORITY

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ADDENDUM "SET 1"

7TH MARCH, 2022.

To all Prospective bidders,

REF: TENDER NO. KRA/HQS/NCB -045/2021-2022 – SUPPLY AND DELIVERY OF ASSORTED STATIONERY FOR A PERIOD OF TWO (2) 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;

No.	TENDER DESCRIPTION	KRA Responses
		Prospective bidders are advised as follows:
1	Eligibility	✓ Eligibility for this tender has been revised to accommodate all reserved groups (Youth, PLWD and Women)
2	LOT 2: Supply and delivery of photocopy papers - 80gsm, size A4, 297 x 2100mm, 500 sheets per ream (Internationally Recognized Brand)	✓ Lot 1, Lot 3 and Lot 4 are reserved for Youth Category only. ✓ Lot 2 is reserved for Youth, PLWD and Women as per the Revised Price Schedule for Lot 2 named as Annex 1 provided below. Note: Price schedules for Lot 1, 3 and 4 will remain as per the tender document.
3.	AGPO Certificates	✓ To provide their respective Valid AGPO Certificate(s) for the Lots they are participating in. This is one of the Mandatory Requirement.
4.	Revised Form of Tender	✓ The previous Form of Tender has been expunged and replaced with the Revised Form of Tender provided herein.
5.	Prebid	✓ A second prebid has been scheduled as follows: Date: 11th March 2022 Time: 11:00am VIRTUAL Bidders are advised to register through the Prebid link uploaded in the website.

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6.	Samples	<ul style="list-style-type: none">✓ Avail samples for what they are quoting for, two (2) days prior to tender closing date. Samples to be availed at Times Tower, Ground Floor SCM Inventory/Stores.✓ Note: One (1) ream of photocopy papers to be availed for Laboratory Testing✓ Viewing of samples is currently ongoing at the same location. Bidders are advised to make arrangement to view the same on or before 17th March 2022.
7.	Extension of Closing/Opening Date	<ul style="list-style-type: none">✓ The closing/Opening date has been extended to: Date: 25th March 2022 Time: 11:00am Location: Times Tower
<p>Note: Bidders are advised to:</p> <ul style="list-style-type: none">✓ Acknowledge receipt of this addendum published and uploaded on the KRA Website on 7th March, 2022.✓ Align their Tender-Securing Declaration form to be valid upto and including 24th March 2023.		

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

/js



ANNEX 1: REVISED PRICE SCHEDULE FOR LOT 2

LOT 2A: FOR YOUTH CATEGORY

No	Item Description	Unit of Measure	Estimated Quantity Per Year	Unit Price in Kshs - Vat inclusive	Total Cost in Kshs - Vat inclusive per Year
	Paper copying and laser printing (Photocopy papers), white, 80gsm, size A4, 297 x 2100mm, 500 sheets per ream (Internationally Recognized Brand)	Ream	16,667		
	TOTAL COST IN KSHS - VAT INCLUSIVE PER YEAR				
	<u>TOTAL COST IN KSHS - VAT INCLUSIVE FOR A PERIOD OF TWO (2) YEARS (TO BE CARRIED TO THE FORM OF TENDER) FOR LOT 2</u>				

LOT 2B: FOR PLWD CATEGORY

No	Item Description	Unit of Measure	Estimated Quantity Per Year	Unit Price in Kshs - Vat inclusive	Total Cost in Kshs - Vat inclusive per Year
	Paper copying and laser printing (Photocopy papers), white, 80gsm, size A4, 297 x 2100mm, 500 sheets per ream (Internationally Recognized Brand)	Ream	16,667		
	TOTAL COST IN KSHS - VAT INCLUSIVE PER YEAR				
	<u>TOTAL COST IN KSHS - VAT INCLUSIVE FOR A PERIOD OF TWO (2) YEARS (TO BE CARRIED TO THE FORM OF TENDER) FOR LOT 2</u>				



LOT 2C: FOR WOMEN CATEGORY

No	Item Description	Unit of Measure	Estimated Quantity Per Year	Unit Price in Kshs - Vat inclusive	Total Cost in Kshs - Vat inclusive per Year
	Paper copying and laser printing (Photocopy papers), white, 80gsm, size A4, 297 x 2100mm, 500 sheets per ream (Internationally Recognized Brand)	Ream	16,666		
	TOTAL COST IN KSHS - VAT INCLUSIVE PER YEAR				
	TOTAL COST IN KSHS - VAT INCLUSIVE FOR A PERIOD OF TWO (2) YEARS (TO BE CARRIED TO THE FORM OF TENDER) FOR LOT 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 attached to this Form of Tender.*
- iv) **Date of this Tender submission:**..... [insert date
(as day, month and year) of Tender submission] **Tender Name
and Identification:**.....

Alternative No. None

To: [Insert complete name of KRA]

- a) **No reservations:** We have examined and have no reservations to the Tendering document, including Addenda issued in accordance with Instructions to tenderers (ITT 7);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3;
- c) **Tender/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the KRA based on execution of a Tender-Securing Declaration.
or
Proposal-Securing Declaration in Kenya in accordance with ITT 3.6;
- d) **Conformity:** We offer to supply in conformity with the Tendering document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: [insert a brief description of the Goods and Related Services];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is:

LOT 1:
Total Cost in Kshs(figures) is.....

Words.....



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LOT 2A:

Total Cost in Kshs(figures) is.....

Words.....

LOT 2B:

Total Cost in Kshs(figures) is.....

Words.....

LOT 2C:

Total Cost in Kshs(figures) is.....

Words.....

LOT 3:

Total Cost in Kshs(figures) is.....

Words.....

LOT 4:

Total Cost in Kshs(figures) is.....

Words.....

or

Option 2, in case of multiple lots/items: (a) Total price of each lot [*insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies*]; and (b) Total price of all lots (sum of all lots) [*insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies*];

- f) **Discounts:** The discounts offered and the methodology for their application are:
 - i) The discounts offered are: [*Specify in detail each discount offered.*]
 - ii) The exact method of calculations to determine the net price after application of discounts are shown below: [*Specify in detail the method that shall be used to apply the discounts*];
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 17.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 21.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (h) **Performance Security:** If our Tender is accepted, we commit to obtain a performance security of 1% in accordance with the Tendering document;



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- i) **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 3.9, other than alternative Tenders submitted in accordance with ITT 12;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service 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 KRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete 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 3.7];*
- l) **Commissions, gratuities, 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, 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.")

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **KRA 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; and
- o) **Fraud and Corruption:** We hereby 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) **Code of Ethical Conduct:** We undertake 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.



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- (q) **Collusive practices:** We hereby 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.
- (r) We, the Tenderer, have completed s fully and signed the following Forms as part of our Tender:
 - a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - b) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
 - c) Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - d) 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: *

.....

Name of the person duly authorized to sign the Tender on behalf of the tenderer:

**.....

Title of the person signing the Tender:

Signature of the person named above:

Date signed [*date* *day of* *month*....., *year*.....]

*: In the case of the Tender submitted by a Joint Venture specify the name of the Joint Venture as tenderer.

** : Person signing the Tender shall have the power of attorney given by the tenderer. The power of attorney shall be attached with the Tender Schedules.