

ADDENDUM/ CLARIFICATION “SET 1”

11th March 2022.

To all Prospective bidders,

REF: KRA/HQS/NCB-051/2021-2022: PROVISION OF MANAGED PRINTING SOLUTION (LEASE OF MULTIFUNCTIONAL PRINTERS) FOR A PERIOD OF THREE (3) YEARS

Kenya Revenue Authority wishes to inform prospective bidders of the clarifications / addendum highlighted below:

NO.	Bidders Questions/ Item Description	KRA's Response
		Prospective bidders are advised that:
1	We would like to raise the below points for your clarification: - <ul style="list-style-type: none"> • 30ppm x 30pcs (How many are colour/Mono) • 50ppm x 28pcs (how many are colour/mono) 	✓ The requirement is for 11 MFPs and NOT for 58MFPs as indicated in the tender document. The 11 MFPs are: <ul style="list-style-type: none"> • 30ppm – 9 • 50ppm - 2
2	Will the Delivery of the machines be centralized or direct to the mentioned Branches and at what quantities per Branch/model?	✓ Delivery of the machines will be centralized at KRA CBC Upper Hill.
3	At what stage will the Vendor be invited for site survey as indicated on General printer Attributes; Hardware required	✓ Site survey will be done after the award to the successful bidder.
4	Revised Price Schedule in page 31 of Tender Document	✓ The previous Price Schedule has been expunged and replaced with the Revised Price Schedule provided herein and named Annex 1 .
5	Revised Form of Tender	✓ The previous Form of Tender has been expunged and replaced with the Revised Form of Tender provided herein named Annex 2
<p>Note: Bidders are advised to: Acknowledge receipt of this addendum published and uploaded on the KRA Website on 11th March, 2022.</p>		

[Handwritten Signature]
15/03/22



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

The clarification / 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,

Benson Kiruja

For: Deputy Commissioner - Supply Chain Management

js



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

ADDENDUM/ CLARIFICATION "SET 1"

ANNEX 1: REVISED PRICE SCHEDULE.


Instruction to the Bidders:

Bidders **MUST** complete the table below in the format provided

1. Immediate Requirements:

Item	Item Description	Estimated Print outs	Unit price in Kshs - Vat Inclusive per Print out	Total Cost in Kshs - VAT inclusive
1	Cost per print out (black & white)	1,799,604		
2	Cost per print out (coloured)	12,756		
GRAND TOTAL COST IN KSHS - VAT INCLUSIVE (TO BE CARRIED TO THE FORM OF TENDER ITEM (F) THEREIN)				

2. Provision of additional services at the indicated **unit rates** during the contract period up to a maximum spend of **Kshs 7,000,000.00** subject to availability of funds.


11/03/2022

ADDENDUM/ CLARIFICATION "SET 1"

ANNEX 2: REVISED FORM OF TENDER

INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letter head 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 and TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE, CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER, all attached to this Form of Tender.*
- iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
 - *Tenderer's Eligibility- Confidential Business Questionnaire*
 - *Certificate of Independent Tender Determination*
 - *Self-Declaration of the Tenderer*


Date of this Tender submission:[insert date (as day, month and year) of

Tender submission] **Tender Name and Identification:**[insert identification]

Alternative No.:[insert identification No if this is a Tender for an alternative]

To: [insert complete name of Procuring Entity]

- 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 debarred by the Authority based on execution of a Tender-Securing Declaration or Tender Securing Declaration in Kenya in accordance with ITT 3.7;
- d) **Performance Security:** If our Tender is accepted, we commit to obtain a performance security in accordance with the Tendering document;
- e) **Conformity:** We offer to lease in conformity with the Tendering Document and in accordance with the lease periods, the Lease items specified in the Schedule below: **Provision of Managed Printing Solution (Lease of Multifunctional Printers) for immediate requirement**



4/03/22



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

f) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is:

Total Cost in Figures.....

Total Cost in Words.....

Provision of additional services at the indicated **unit rates** during the contract period up to a maximum spend of **Kshs 7,000,000.00** subject to availability of funds

Option 2, in case of lots: (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]*;

- g) **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];
- h) **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;
- i) **Performance Security:** If our Tender is accepted, we commit to obtain a performance security in accordance with the Tendering document;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, Lessors, 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 Procuring Entity. 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 3.8];*
- 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].*


4/10/22



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

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) **Procuring Entity Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive; and
- o) **Fraud and Corruption:** We here by 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) **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.
- q) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from www.pppra.go.ke during the procurement process and the execution of any resulting contract.
- r) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
- Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
 - Self-Declaration of the Tenderer–to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - Declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya,

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: *[insert complete name of the tenderer]

Name of the person duly authorized to sign the Tender on behalf of the tenderer: ** [insert complete name of person duly authorized to sign the Tender]

 4/03/22



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

Title of the person signing the Tender: *[insert complete title of the person signing the Tender]* **Signature of the person named above:** *[insert signature of person whose name and capacity are shown above]* **Date signed** *[insert date of signing]* **day of** *[insert month]*,
[insert 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.


1/10/22