

14<sup>th</sup> December 2023

**CLARIFICATIONS/ADDENDUM “SET 4”**

**KRA/HQS/NCB-025/2023-2024: PROVISION OF CLEANING AND GARBAGE COLLECTION SERVICES FOR KRA OFFICES AND RESIDENTIAL AREAS FOR A PERIOD OF (2) YEARS.**

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

No	CLARIFICATION	KRA RESPONSE
1.	Submission should strictly be done via the KRA E-Procurement Portal. Bidders to note that system bid submission issues shall not be addressed within 24 hours to the tender opening date and time.	Bidders are advised that this criteria has been expunged and replaced with “ <b>Submission should strictly be done via the KRA E-Procurement Portal</b> ”. Bidders experiencing submission challenges can contact our isupport team on or before the tender submission date and time on 0709012005 or email: <a href="mailto:isupport@kra.go.ke">isupport@kra.go.ke</a> , or <a href="mailto:eprocurement@kra.go.ke">eprocurement@kra.go.ke</a>
2	Under ITT 4.1 of the Tender Data Sheet (TDS) its indicated that a JV shall not be allowed for this tender, which is in contradiction to a statement under the preliminary/ Mandatory evaluation criteria No. 2 where it was indicated that if bidders are to tender as a JV all members must be in the target AGPO group, this statement should be reviewed and amended	The requirement under Mandatory evaluation criteria no. 2 has therefore been expunged and replaced with “ bidders to submit a valid certificate on access to Government Procurement opportunities (AGPO) from the National Treasury relevant to the Lot applied”
3.	Clarification Set “2” item 10, If the company was registered in 2022 and has contracts ongoing can it Tender?	Bidders are advised that a one (1) year old company will not be eligible to participate since some of the mandatory criteria require evidence of more than one (1) year.
4.	Mandatory Criteria 13- On copies of staff payroll certified by the bank; for firms that have outsourced payroll to HR firms, which pay online to staff bank accounts, can the outsourced firms certify the payroll since we do not deal with the bank directly?	Bidders are advised that the clarification provided under clarification set “2” has been expunged and replaced with “ bidders to provide <b>copies</b> of staff payrolls for the months of August,



# KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

		September & October 2023 duly certified by your bank confirming salaries were remitted through the bank or a report from outsourced Human Resource firms accompanied with a certified payroll <b>by the dispatching bank.</b> ”
	Under vendor evaluation, criteria number “2”	Bidders are advised that line item “2” under vendor evaluation criteria has been expunged. Bidders are advised to use the “Amended vendor evaluation criteria – <b>Annex 2</b> ”
5.	Under vendor evaluation, criteria number “4”	Bidders are advised that the methodology and work plan requirements have been outlined and scores apportioned. The Amended vendor evaluation criteria is hereto attached and named as “ <b>Annex 2</b> ”
6.	Mombasa Estates is not included in the price schedule summary for LOT 3. Can we manually add the estates to the summary?	Bidders are advised that Mombasa estates are captured under item 25 of the “PRICE SCHEDULE SUMMARY LOT 3 - SOUTHERN REGION” Refer to page 161 of the tender document.
7.	Mombasa Estates lacks a schedule for garbage collection and garbage bins, a list of monthly consumables & annual tools & equipment	Bidders are advised that Mombasa Estates schedule for garbage collection and garbage bins, are captured page 160 of the tender document.
8	We kindly seek for a clarification pertaining to the subject mentioned above in regard to tender number KRA/HQS/NCB/-025/2023-2024. Kindly clarify on how the methodology and work plan under the vendor evaluation criteria NO.4 will be evaluated.	Bidders are advised that the methodology and work plan elements and their respective scores are addressed in Amended vendor evaluation criteria – Annex 2” hereto attached

9.	We would like to make an inquiry on the issue for NHIF and NSSF and the number of staff for at least 30 staff and for lot 7 & 8 at least 10 staff, if the nhif and nssf remittance evidently shows five employees, is that okay?	Bidders are advised that the requirement for NSSF and NHIF is at least 30 staff for lots (1, 2, 3, 4, 5, & 6) and for lot 7 & 8 at least 10 staff. A company with 5 employees' remittance evidence does not meet the criteria.
10.	The financial proposals omits key aspects such as the NSSF (3% on the employer side) which form part of the direct costs and which cannot be transferred to the staff salary. It has also omitted to consider provision for bidders margin/Profit. It has only considered a few costs and since that one is not allowed to alter anything as far as the financial proposals is concerned kindly consider this and advice accordingly	Bidders are advised that all the labour associated costs should be factored in their total labor cost.
11	Vendor Evaluation Criteria – Requirement: - Attach copies of Contracts and LSO	The criteria has been amended to read “Attach copies of contracts or LSO” Refer to Amended vendor evaluation criteria hereto attached and named as “ <b>Annex 2</b> ”
12	You have not provided space/line for our “Profit Markup” in the Price Schedule Summary Costs in order to arrive at the GRAND TOTAL COST TO BE CARRIED TO THE FORM OF TENDER	Bidders are advised that all their quotes should include their profit markups hence they are not supposed to show their profit markup in a separate line.
<b>EXTENSION OF TENDER CLOSING/OPENING DATE AND TIME</b>		
PREVIOUSLY CLOSING/OPENING DATE & TIME		NEW TENDER CLOSING DATE & TIME
<b>18<sup>TH</sup> DECEMBER 2023 AT 11:00AM</b>		<b>4<sup>TH</sup> JANUARY, 2024 AT 11:00AM</b>

The clarification/addendum forms 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 receipt of this addendum.

Regards,



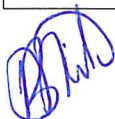
**Bernard Mukundi**

**For: DEPUTY COMMISSIONER - SUPPLY CHAIN MANAGEMENT**

## Annex 2

### AMENDED VENDOR EVALUATION CRITERIA

S/No	REQUIREMENT	SCORE
1	<p><b>CRITERIA</b></p> <p><b>Experience</b></p> <p>Tenderers to provide;</p> <p>Evidence that their firm has offered similar services for the last 5 years and above.</p> <p>a) Attach copies of Contracts or LSO for each of the five (5) assignments conducted in the last Five (5) years; <b>(2.5 marks for each copy of contract or LSO)</b></p> <p>b) Reference Letters addressed to the procuring Authority from each of the five (5) clients listed above informing of the bidders performance on the client's letterhead. This should also indicate nature of services, contract value and name, email and telephone of the contact person. <b>(2.5 marks for each reference letter)</b></p> <p><i>Alterations or inconsistencies in these documents will read to rejection</i></p>	25 Marks
2	<p><b>Equipment and Materials</b></p> <p>Tenderers to provide;</p> <p>a). Evidence of adequacy of equipment e.g. vehicles (including trucks and vans for hazardous waste transportation) tools including but not limited to rotary electric scrubbing machines, hoovers, sanitary bins, branded plastic bags for hazardous waste (lawn mowers, high pressure cleaning machines, uniforms and PPE's etc. for all staff. Attach photo graphs, log books, lease agreements), <b>(15 marks)</b></p> <p>b). A written statement of undertaking to use environmental and human friendly products. <b>(5 marks).</b></p> <p>c). An undertaking (written statement) to provide back up for both equipment and vehicles and provide assurance of routine and satisfactory maintenance to ensure that they are in good working condition at all times. <b>(5 marks)</b></p>	25 Marks
3	<p><b>Execution Methodology and Work Plan</b></p> <p>Bidders to submit work Statement and details of how work will be performed, managed, monitored and reported.</p> <p>This should include but not limited to assignment of manpower, tasks allocation, supervision of staff and frequency of the same, provision for backup and relieving staff, recruitment and replacement of personnel; frequency and format of feedback/reporting to Procuring entity; operational (Cleaning, Gardening and waste management (garbage, sanitary and Biomedical waste) plan.</p> <p><b>i. Methodology</b></p> <p>Attach an elaborate methodology for <b>Provision of Cleaning Services, and Garbage Collection Services</b></p>	25 Marks



	<p>This should include the statement of understanding the scope of the assignment and area of coverage of KRA and the equipment to be used in carrying out the above works. The methodology should include</p> <ul style="list-style-type: none"> <li>• Understanding the scope of assignment (2.5 marks)</li> <li>• Team members and reporting structures (2 marks)</li> <li>• Safety measures and emergency procedures (4 marks)</li> <li>• Complaints resolution (4marks)</li> </ul> <p><b>ii. Work plan</b></p> <p>Attach an efficient and effective delivery work plan on their firm will engage personnel and equipment to carry out these works. This should also show the proposed channel of communication during all days of the week</p> <ul style="list-style-type: none"> <li>• Tasks allocation -daily , weekly and monthly (5 marks)</li> <li>• Material distribution (2 marks)</li> <li>• Garbage management (2 marks)</li> <li>• Sanitary bin management (2 marks)</li> <li>• Proposed equipment (1.5 marks)</li> </ul>	
	<b>Total score</b>	75
	<b>Cut off score to proceed to Technical Evaluation</b>	60

**Note:**

**The scores shall be prorated to 100%. Bidders are required to meet the minimum technical score of 60 marks out of 75 marks which translates to 80%**

