



# KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

## ADDENDUM "SET 1"

15<sup>TH</sup> MARCH, 2022.

To all Prospective bidders,

**REF: TENDER NO.KRA/HQS/RFP -048 /2021-2022 –PROVISION OF SAP ACADEMY TRAINING SERVICES FOR A PERIOD OF THREE (3) YEARS.**

Kenya Revenue Authority wishes to inform prospective bidders of the following amendments highlighted below:

|    | <b>Bidders Query</b>   | <b>KRA Responses</b>  |
|----|--|---|
| 1. | <p>We would like to seek for clarification of the following under the Terms of Reference in the tender for Provision of SAP Academy Training Services for a Perion of three (3) Years:</p> <p><b>TRAINING OBJECTIVE</b></p> <p>2.3 Ensure that candidates benefit from innovative SAP Learning Rooms – interactive, online social media sites where users get access to knowledgeable SAP experts and collaborate and network with fellow learners, work on challenging assignments, and review exercises right at their desk.</p> <p>Question: Do you have Learning Hub licenses?</p> | <p>Prospective bidders are hereby advised that the Authority have No Learning Hub Licenses and it's the responsibility of the bidder to propose how best to meet the objective stated in the Terms of References of Tender Document.</p>                          |
| 2. | <p>On Overall RFP Technical Evaluation of the Tender Document on page 21 to 22.</p>  | <ul style="list-style-type: none"><li>• Prospective bidders are hereby advised that this requirement has been expunged and replaced with <b>Annex 1</b>.</li><li>• Bidders are advised to use <b>Annex 1</b> when responding to the tender requirement.</li></ul> |
|    | <b>Previous Tender Reference No in the Advertisement.</b>  | <b>Revised Tender Reference No.</b>   |
| 1. | <p>KRA/HQS/NCB/048/2021-2022<br/>Provision of SAP Academy Training Services for a Period of Three (3) Years</p>  | <p>KRA/HQS/RFP/048/2021-2022<br/>Provision of SAP Academy Training Services for a Period of Three (3) Years</p>   |



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**Note:**

**Prospective Bidders are hereby advised to align their Tender security to the tender opening date i.e 30<sup>th</sup> March, 2022 to be valid up to and including 29<sup>th</sup> March, 2023.**

**EXTENSION OF TENDER CLOSING DATE**

| <b>PREVIOUSLY</b>  | <b>CURRENTLY</b>   |
|--|--|
| 16 <sup>th</sup> March, 2022<br>at 11:00 am<br>Times Tower | 30 <sup>th</sup> March, 2022<br>at 11:00 am<br>Times Tower |

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**

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| Overall RFP Technical evaluation          |  |
|---|--|
| CRITERIA                                  | MAXIMUM SCORE/REQUIREMENT  |
| Tender Responsiveness                     | Mandatory  |
| Technical Evaluation (Vendor & Technical) | Maximum score is <b>100 Marks</b> and cut off score is <b>80Marks</b>  |
| Overall RFP Technical evaluation          | The bid evaluation will take into account technical factors in addition to cost factors. The weight for financial evaluation is 20% while the weight for technical evaluation is 80%. Bidders must conform to the specific Technical Requirements.   |
| Financial Evaluation                      | <p>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:</p> <p>where: <math>B = \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1 - X)</math></p> <p><math>C</math> = Evaluated Bid Price - as provided on the <b>Financial Proposal Submission Form - Provision of SAP Training Services</b></p> <p><math>C_{low}</math> = the lowest of all Evaluated Bid Prices among responsive bids</p> <p><math>T</math> = the total Technical Score awarded to the bid</p> <p><math>T_{high}</math> = the Technical Score achieved by the bid that was scored highest among all responsive bids</p> <p><math>X</math> = weight for the Price as specified in the BDS (i.e. 0.2)</p> <p>The bid with the highest Evaluated Bid Score (B) among responsive bids shall be termed the <b>Lowest Evaluated Bid and is eligible for Contract award</b></p> |
| Post Qualification Evaluation             | KRA has an option to make site visits to the bidder's premises to ascertain its capability of delivering the service and/or seek for third party collaboration to the successful bidder's reference sites to confirm the authenticity of the sites and the scope of work done.   |

The bid evaluation will take into account technical factors in addition to cost factors. The weight for financial evaluation is 20% while the weight for technical evaluation is 80%. Bidders must conform to the specific Technical Requirements.

**Financial Evaluation**

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:

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

$C$  = Evaluated Bid Price - as provided on the Financial Proposal Submission Form - Provision of SAP Academy Training Services for a period of three (3) years

$C_{low}$  = 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

The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals: *[Note to KRA: Allocation of points shall be within the range provided for each criteria and sub-criteria]*

**Points**

(i) Specify experience of the Consultant, as a firm, relevant to the Assignment

I [0 – 10]

(ii) Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference

(TORs):

(a) Technical approach and methodology *[insert points]*

(b) Work plan *[insert points]*

(c) Organization and staffing *[insert points]*

**Total points for criterion (ii): [20 – 50]**

*[Notes to Consultant: The KRA will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skill mix; and the work plan has right input of Experts]*

(iii) Key Experts' qualifications and competence for the Assignment:

*[Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant]*

(a) Position K-1: [Team Leader] *[Insert points]*

(b) Position K-2: [insert position title] *[Insert points]*

(c) Position K-3: [Insert position title] *[Insert points]*

**Total points for criterion (iii): [30 – 60]**

The number of points to be assigned to each of the above Key Experts positions shall be determined considering the following three sub-criteria and relevant percentage weights:

(1) General qualifications (general education, training, and experience): *[Insert weight between 10 and 30%]*

(2) Adequacy for the Assignment (relevant education, training, experience in the sector or similar assignments): *[Insert weight between 60 and 70%]*

(3) Relevant experience in the Kenya (working level fluency in the local language(s)/knowledge of local culture or administrative system, government organization, etc): *[Insert weight between 0 and 10%]*

Total weight: 100%

(4) Transfer of knowledge and training program (relevance of approach and methodology):

*[Normally not to exceed 10 points]*

*When transfer of knowledge is a particularly important component of the assignment, more than 10 points may be allocated; the following sub-criteria may be provided]*

(a) Relevance of training program *[Insert points]*

(b) Training approach and methodology *[Insert points]*

(c) Qualifications of experts and trainers *[insert points]*

**PERFORMANCE SECURITY/BOND**

Successful bidder(s) will be required to submit a Performance Security within twenty-one (21) days of the receipt of the Form of Acceptance from the Kenya Revenue Authority. The Performance Security shall be denominated in **[Kenya Shillings]** for an amount equal to ten **[ 5% ]** percent of the Contract Price. Performance Bond from Insurance Company (registered and licenced by the Insurance Regulatory Authority listed by the Authority) or Bank (regulated by CBK) of 5% and in the same currency of the Accepted contract Amount) is accepted.