

**ADDENDUM "SET 2"**

**11<sup>TH</sup> MARCH, 2022.**

To all Prospective bidders,

**REF: TENDER NO.KRA/HQS/NCB -052 /2021-2022 –PROVISION OF PROPERTY MANAGEMENT SERVICES FOR USHURU PENSION TOWERS & USHURU PENSION PLAZA FOR A PERIOD OF TWO (2) YEARS**

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

	<b>Tender Instruction</b>	<b>KRA Responses</b>
1.	On Evaluation Criteria for Mandatory Requirement on page 21 of the Tender Document. On item 10. A Valid/current Professional Membership with ICPAK and any other local or international organization.	Prospective bidders are hereby advised that this requirement has been expunged and replaced with the following requirement: <b>Directors must be full members of Institution of Surveyors of Kenya (ISK).</b>
2.	On Price Schedule of the Tender Document on page 23.	<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>
3.	On Form of Tender on page 29 to 31 of the Tender Document.	<ul style="list-style-type: none"> <li>• Prospective bidders are hereby advised that this requirement has been expunged and replaced with <b>Annex 2.</b></li> <li>• Bidders are advised to use <b>Annex 2</b> when responding to the tender requirement.</li> </ul>
4.	On Terms of Reference of the Tender document on page 81 – <b>Clause 3.0 Estimate cost/Budget</b> The Estate Agents Act Cap 533 recommends property management fee of between 3.5% -5% of the total annual gross rent exclusive of VAT.	Prospective bidders are hereby advised that this requirement has been amended to read as <b>"The Estate Agents Act Cap 533 recommends property management fee of between 2.5% -7.5% of the total annual gross rent exclusive of VAT."</b>



# KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

Tender Instruction	KRA Responses
<b>Additional Mandatory Requirement</b>	
5.	<p>Bidder are advised that there shall be a site visit on the Ushuru Pension Tower &amp; Ushuru Pension Plaza on the date and time indicated.</p> <ul style="list-style-type: none"><li>• Ushuru Pension Tower – at Upperhill on <b>17<sup>th</sup> March, 2022 at 10:00 am</b></li><li>• Ushuru Pension Plaza– at Muthangari Drive on <b>17<sup>th</sup> March, 2022 at 12:00pm.</b></li><li>• Contact Person ( <b>Bernard- 0725-455-676 &amp; Anne -0723-706-540</b>)</li></ul>
<b>Note:</b> <b>Prospective Bidders are hereby advised to align their Tender security to the tender opening date i.e 25<sup>th</sup> March, 2022 to be valid upto and including 24<sup>th</sup> March, 2023.</b>	
<b>EXTENSION OF TENDER CLOSING DATE</b>	
<b>PREVIOUSLY</b>	<b>CURRENTLY</b>
18 <sup>th</sup> March, 2022 at 11:00 am Times Tower	25 <sup>th</sup> March, 2022 at 11:00 am 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,

  
**Benson Kiruja**

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

BM

**ADDENDUM SET 2**

**REVISED PRICE SCHEDULE**

**ANNEX 1**

**PRICE SCHEDULE**

Bidders are advised to give their quotation in the tables below. Prices should be inclusive of all taxes.

**PROVISION OF PROPERTY MANAGEMENT SERVICES FOR USHURU PENSION TOWERS & USHURU PENSION PLAZA FOR A PERIOD OF TWO (2) YEARS**

**A)**

No.	Description of Services	Rate Per Month	Fees (Percentage of Revenue Collected) Inclusive of VAT & Related Taxes
1.	Property Management Fees • (Ushuru Pension plaza- 120,236 Sq ft and 317 parking bays. • Ushuru Pension Towers- 160,859 Sq ft and 239 parking bays)		

**B)**


No.	Description of Services	Rate Per Letting	Fees (Percentage of Revenue Collected) Inclusive of VAT & Related Taxes
1.	Marketing and Letting Fee		

**N/B:**

1. Above property management fee is what shall form basis for Tender Award.
2. The rest of the proposed fees (Marketing and Letting) shall be considered as additions and may not be applicable.
3. All prices quoted must be inclusive all applicable taxes in Kenya.
4. Affix Company Stamp on this page.

Tenderer's Signature: \_\_\_\_\_

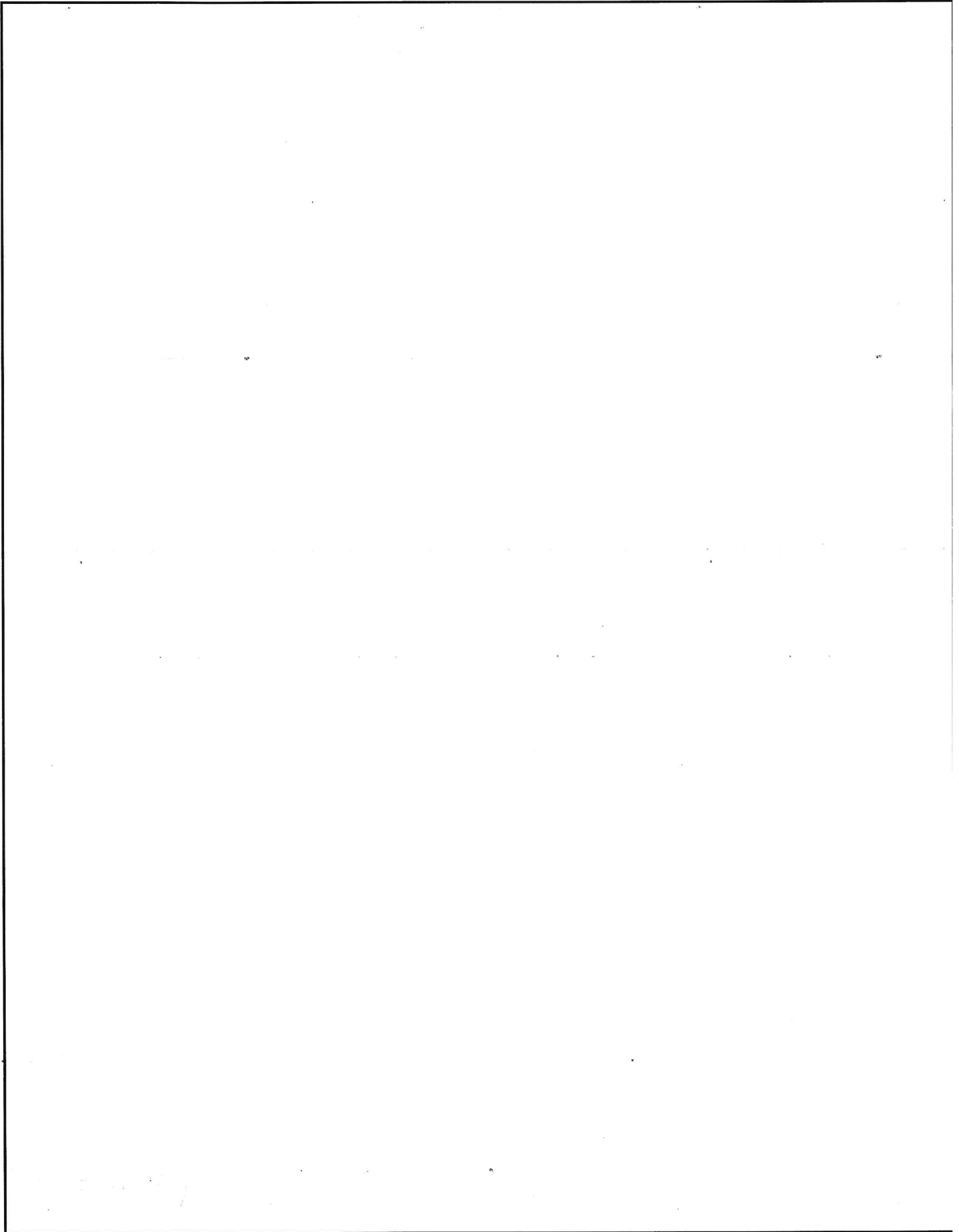
Date: \_\_\_\_\_


 11/03/2022

**ADDENDUM SET 2**

**REVISED PRICE SCHEDULE**

**ANNEX 1**

A large empty rectangular box with a black border, intended for a revised price schedule. The box is currently blank, with only some faint, illegible markings at the bottom left corner.

REVISED FORM OF TENDER

SECTION IV - TENDERING FORMS

1. 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 TENDERDETERMINATION and the SELF DECLARATION OF THE TENDERER attached to this Form of Tender.*
- iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
  - a) *Tenderer's Eligibility-Confidential Business Questionnaire*
  - b) *Certificate of Independent Tender Determination*
  - c) *Self-Declaration of the Tenderer*

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

**ITT No.:** \_\_\_\_\_ [insert number of ITT process]

**Alternative No.:** NO [insert identification No if this is a Tender f or an alternative] To: \_\_\_\_\_ [insert complete name of Kenya Revenue Authority]

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT4;
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Kenya Revenue Authority based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT21;
- d) **Conformity:** We offer to provide the Non-Consulting Services inconformity with the tendering document of the following: [insert a brief description of the Non-Consulting Services];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item(f) below is: [Insert one of the options below as appropriate]

**PROVISION OF PROPERTY MANAGEMENT SERVICES FOR USHURU PENSION TOWERS & USHURU PENSION PLAZA FOR A PERIOD OF TWO (2) YEARS.**

**(IN FIGURES)** .....

No.	Description of Services	Rate Per Month	Fees (Percentage of Revenue Collected) Inclusive of VAT & Related Taxes
1.	Property Management Fees.		

*[Handwritten Signature]*  
11/03/2022

<ul style="list-style-type: none"> <li>• (Ushuru Pension plaza-120,236 Sq ft and 317 parking bays.)</li> <li>• Ushuru Pension Towers-160,859 Sq ft and 239 parking bays)</li> </ul>		
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(IN WORDS)

.....

- 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 is 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 19.1 (as amended if applicable **335 days**) from the date fixed for the Tender submission deadline (specified in TDS 23.1(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 **10%** Performance Security in accordance with the tendering document;
- 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 ITT4.3, other than alternative Tenders submitted in accordance with ITT14;
- 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 PPRA. Further, we are not ineligible under Kenya's 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 4.6*];
- l) **Commissions, gratuities and 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, r gratuity*].

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

- a) [*Delete if not appropriate, or amend to suit*] We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement

*[Handwritten signature]*  
14/3/2022

Regulations.

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **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) **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 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.
- r) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
  - i) Tenderer's Eligibility; Confidential Business Questionnaire—to establish we are not in any conflict of interest.
  - ii) Certificate of Independent Tender Determination—to declare that we completed the tender without colluding with other tenderers.
  - iii) Self-Declaration of the Tenderer—to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - iv) 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:**..... \*[insert complete name of person signing the Tender]

**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]

**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]



