



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

17th October, 2022

CLARIFICATIONS/ADDENDUM "SET 1"

KRA/HQS/RGS-007/2022-2023: REGISTRATION OF SUPPLIERS FOR SERVICE PROVIDERS (LAWYERS & VALUERS) FOR FINANCIAL YEARS 2022 - 2023 AND 2023 - 2024

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

S/No	CLARIFICATION	KRA RESPONSE
1.	We wish to seek clarification on prequalification application. Whether to submit a separate document for every category or a single document for all categories	Bidders are advised to either submit separate documents for the categories they are interested in or a single document for all categories as long as all the requirements for each category have been provided.
2.	Kindly clarify on the mandatory registration documentation on item no. 5, whether the CR-12 is mandatory for sole proprietor	Bidders are advised that the CR-12 is mandatory for limited firms, while partnership firms are bound to submit a CR-13 and for sole proprietor it should be exempted. (It should be not older than six (6) months)
3.	Kindly clarify on the mandatory registration documentation on item no. 12 whether the membership certificate from Institution of Surveyors of Kenya (ISIO) is for individual or the firm.	Bidders are advised that this has been expunged and replaced with; Membership Certificate from Institution of Surveyors of Kenya (ISK) for an individual who works in the organisation for Lot 1
4.	Kindly clarify on the mandatory registration documentation on item no. 13 whether the good standing certificate from Institution of Surveyors of Kenya (ISIO) is for individual or the firm.	Bidders are advised that this has been expunged and replaced with; Good standing certificate from Institution of Surveyors of Kenya (ISK) for an individual who works in the organisation for Lot 1
5.	Kindly clarify on the submission of the document as per instruction on clause 1.1.4: 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. Refer	Bidders are advised that this has been expunged and replaced with; Bid submission shall be done manually. Manual Tenders will be submitted and dropped in the Tender Box which is situated at the ground Floor, Times Tower for both Lot 1 & 2 The addressed reference to:



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	to Page 4 of the tender document.	Deputy Commissioner Supply Chain Management Times Tower Building, 21st Floor, P.O Box 48240– 00100 GPO, Tel. +254 020 310900 Nairobi, Kenya.
6.	Kindly clarify on the submission of the document as per instruction on clause 1.1.5: Bids will be opened electronically promptly after closing time and bidders or their representative are welcome to witness the opening through the link provided. Refer to Page 4 of the tender document	Bidders are advised that this has been expunged and replaced with; Bidders are requested to avail themselves or send representatives to witness the physical opening process at 21 st Floor, SCM Meeting Room 1, Times Tower for both Lot 1 & 2.
7.	FORM RQ -1 MANDATORY REGISTRATION DOCUMENTATION	Bidders are advised that this has been expunged and replaced with FORM RQ -1 MANDATORY REGISTRATION DOCUMENTATION - AMENDED
8.	FORM RQ - 4: PAST EXPERIENCE NAME OF APPLICANTS OTHER CLIENTS AND VALUES TWO YEARS NAMES OF APPLICANTS OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS – Refer to Page 13 of the tender document	Bidders are advised that this has been expunged and replaced with: FORM RQ - 4: PAST EXPERIENCE - AMENDED NAMES OF APPLICANT'S OTHER CLIENTS AND VALUES OF CONTRACT/ ORDERS
9.	EXTENSION OF TENDER CLOSING/OPENING DATE	
	PREVIOUS TENDER CLOSING DATE	NEW TENDER CLOSING DATE
	19th October, 2022 at 11.00 am Times Tower	27th October, 2022 at 11.00 am Times Tower

The clarification 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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FORM RQ -1

MANDATORY REGISTRATION DOCUMENTATION

NO.	REQUIREMENT	Required (Yes /No)
1.	Duly filled Registration submission form (RQ 1, 2, 3, 4, 5, 6 & 7) for both Lots (1 & 2)	
2.	Copy of Certificate of Registration/Incorporation - for both Lots (1 & 2)	
3.	Valid Tax Compliance Certificate from Kenya Revenue Authority - for both Lots (1 & 2)	
4.	KRA PIN Certificate of the firm. - for both Lots (1 & 2)	
5.	Current CR12 showing the shareholding of the firm (Not older than six months) – for Limited Companies only (sole proprietorship business are exempted)- for both Lots (1 & 2)	
6.	Company Profile showing the Organogram of the firm indicating the Advocates / Valuers to handle the KRA Pension Scheme matters - for both Lots (1 & 2)	
7.	Dully filled, signed and stamped business questionnaire in the format provided. - for both Lots (1 & 2)	
8.	Evidence of Physical Address/ Location. (Attach copies of utility bills e.g. electricity/water or lease agreement/Title/ Business Permit.) - for both Lots (1 & 2)	
9.	Current Practicing certificate of the Advocates in the Law Firm - Lot 2	
10.	Certificate of good standing from the law society of Kenya - Lot 2	
11.	A valid Professional Indemnity cover for at least Kshs 50Million for both Lots (1 & 2)	
12.	Membership Certificate from Institution of Surveyors of Kenya (ISK) for Lot 1	
13.	Good standing Certificate from Institution of Surveyors of Kenya (ISK) - for Lot 1	
14.	Certificate of Registration by Valuers Registration Board (VRB) for Registration of Valuation services - Lot 1	
15.	Valid Annual Practicing Certificates from Valuers Registration Board (VRB) - Lot 1	
16.	Certified Copies of Audited Accounts for the last three (3) years (2018/2019,2020 & 2021) for both Lots (1 & 2)	



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VENDOR EVALUATION CRITERIA

No.	Requirement	Scores
1.	<p>Candidate Profile & Experience Qualifications and competence/areas of practice of three (3) Key professional staff (attach respective CVs for each staff with relevant experience on the proposed procurement above details) – 5 marks per each staff -15 marks.</p> <ul style="list-style-type: none">• For Lawyers- Degree Certificate in Law or Relevant field.• For Valuers – Degree Certificate in Economics or Relevant field. <p>5 marks per each staff -15 marks</p>	
2.	<p>Firms Experience Experience in advising three (3) public institutions or large commercial enterprises. Attach evidence of service level agreement or engagement letter or instruction letter or legal/ valuation opinion or recommendation letters. (5 marks per each client-15 marks) (Past Performance with the Authority will be measured as an indicator for satisfactory services rendered)</p>	



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FORM RQ - 4: PAST EXPERIENCE - AMENDED

NAMES OF APPLICANT'S OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st client (Organization).....

- i) Address of Client (Organization).....
- ii) Name of contact person at the client (Organization).....
- iii) Telephone No. of Client.....
- iii) Value of ontract.....
- v) Duration of contract (date).....

2. Name of 2nd Client (Organization).....

- i) i) Address of Client (Organization).....
- ii) Name of contact person at the client (Organization).....
- iii) Telephone No. of Client.....
- iii) Value of ontract.....
- v) Duration of contract (date).....

3. Name of 3rd Client (Organization)

- iv) i) Address of Client (Organization).....
- v) Name of contact person at the client (Organization).....
- iii) Telephone No. of Client.....
- vi) Value of ontract.....
- v) Duration of contract (date).....

4. Others

Note The information provided in Items **1, 2, 3 and 4** should be accompanied by references from the Organization that you have listed showing the value of the Contracts/orders awarded and executed by your firm. Copies of LPO/LSO or contracts need to be submitted as evidence.

