



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

KRA/HQS/NCB – 010/ 2019 – 2020: PROVISION OF CLEANING AND GARBAGE COLLECTION FOR KRA OFFICES AND RESIDENTIAL HOUSES COUNTRYWIDE

4th October 2019

To all bidders,

ADDENDUM/CLARIFICATIONS

Respective bidders are advised to note the following amendments and clarifications in the bid document and effect the amendments appropriately.

S/No	Name of Stations	Description	Previously	Currently
			Min. No. Of staff to be provided	Min. No. of staff to be provided
ADDENDUM				
LOT 1 A				
1	Page 32, item 10, Ushuru Pension Towers (CBC)	Offices	20	30
2	Page 32, item 12. Namanga OSBP	offices	12	15
LOT 1B				
3	Page 32, item 7, Namanga	Residential	20	3
4	Access fee to restricted area ie (all airports and KPA premises) shall be reimbursed by the Authority (KRA) upon receipt of invoice from the Service provider.			
5.	Times Tower which was part of LOT 1 A has been separated and treated as a standalone Lot i.e. LOT 8 Bidders are therefore advised to treat Times Tower station as LOT 8 .			
6.	For a new office in any of the regions, the rates for the head quarter station for that particular region shall apply.			
7	Recruitment of the cleaning staff shall be from the locals of that specific region except for regions that are metropolitan.			
8.	The successful bidder shall ensure that the staff receive their wages within the 1 st week of the month and the remuneration per staff meets the minimum required wage as per the applicable labour laws.			
9	The successful bidder shall provide at least a pair of Uniform to the cleaners for easier identification and sufficient protective wear eg protective shoes, gloves etc.			
10.	Bidder to ensure that they provide sufficient working tools to their staff eg. Wet and dry suction machine, Lawn mower, Scrubbing machine, Vacuum cleaner Gardening tools, grass cutters, shears etc.			
11.	Evidence of relevant, current and valid insurance covers e.g. Workman's Compensation, Fidelity, Public Liability and All Risks Covers			

TENDER RESPONSIVENESS CRITERIA

Bidders to note that the tender responsive criteria has been amended as follows;

S/N	ITEM DESCRIPTION	Mandatory
1.	Copy of valid Tax Compliance Certificate.	
2.	Certificate of Registration or Incorporation.	
3.	Power of Attorney (Sole Proprietors Exempted).	
4.	Dully Filled , signed and stamped Tender Securing Declaration Form	
5.	Dully filled, signed and stamped Confidential Business Questionnaire.	
6.	Attach Valid relevant certificate from the National Treasury for enterprises registered under the Preferences & Reservations Regulations, 2013 (WOMEN, YOUTH and PLWD)	
7.	Copy of certificate of compliance to minimum wages as per the labour laws.	
8.	Letter from the bank indicating that the firm is currently operating an account and not older than six (6) months.	
9.	Provide certified labour law compliance certificate in relation to staff remuneration, work injury Benefit Policy ,NSSF and NHIF remittances. (Valid NHIF and NSSF compliance certificates)	
10.	Valid NEMA License and County Authority License.	

VENDOR EVALUATION CRITERIA

Criteria	Maximum Score	Cut-Off Score
Experience Experience in works of a similar nature for 3 years and over. 3yrs and over-3mks	3	3
Managerial and Key Personnel Competency Profiles Key Staff Competency Profiles: qualification in housekeeping or hospitality & management (Attach 2 CVs and Certificates of <i>key managerial staff</i>). Diploma2.5 marks for each Certificate2 marks for each None0 (2.5 marks for each staff key staff)	5	4
Reference from at least three (3) major client indicating nature of services, contract value, name and contact person. (2 marks for each client with full details given) Evidence on LSO's or signed Contracts.	6	4
A detailed description of approach, methodology and work plan for the performance of carrying out the services. Approach -2 marks Methodology- 2 marks Work plan- 2 marks.	6	4
Totals	20	15

8.1 FORM OF TENDER

Date _____
Tender No. _____

To: KENYA REVENUE AUTHORITY
P. O. BOX 48240 – 00100 NAIROBI.

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. [insert numbers].the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **Provision Of Cleaning And Garbage Collection For KRA Offices And Residential Houses Countrywide**

in conformity with the said tender documents;

Lot 1 for the sum of
.....(total tender amount in words and figures)

Lot 2 for the sum of
.....(total tender amount in words and figures)

Lot 3 for the sum of
.....(total tender amount in words and figures)

Lot 4 for the sum of
.....(total tender amount in words and figures)

Lot 5 for the sum of
.....(total tender amount in words and figures)

Lot 6 for the sum of
.....(total tender amount in words and figures)

Lot 7 for the sum of
.....(total tender amount in words and figures)

Lot 8 for the sum of
.....(total tender amount in words and figures)

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to _____ percent of the Contract Price for the due performance of the Contract , in the form prescribed by(KRA).

4. We agree to abide by this Tender for a period of **335 Days** [number] from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

CLARIFICATION

- | | |
|----|---|
| 5 | Award shall be per LOT . Bidders can bid for all the lots but a bidder shall only be awarded a maximum of two (2) lots for the lots with less scope of work ie Lot 3, Lot 4, Lot 5 and Lot 6.

A bidder who wins either of Lot 1, Lot 2 , Lot 7 or Lot 8 shall not be entitled to another lot due to the huge scope of work. |
| 6. | Site Visit is NOT mandatory however; bidders are encouraged to visit. Those interested can contact KRA for arrangement and further guidance via eprocurement@kra.go.ke |

EXTENSION OF CLOSING DATE

No.	DESCRIPTION	DATE/TIME	DATE/TIME
		PREVIOUS	CURRENT
1.	Kenya Revenue Authority hereby notifies prospective firms that it has extended the above tender as indicated-	8 TH OCTOBER, 2019 11:00 AM	15 TH OCTOBER, 2019 11:00 AM

The addendum/clarification form part of the bidding document and is binding to the bidder. All other terms and conditions of the tender remain the same.

Regards,


Grace Murchu - Kariuki (Mrs)
Deputy Commissioner - Supply Chain Management