



TENDER DOCUMENT FOR

**SUPPLY, DELIVERY AND IMPLEMENTATION OF
A WEB BASED ANONYMOUS REPORTING
SYSTEM**

TENDER NO.KRA/HQS/ICB-076/2018-2019

**TIMES TOWER BUILDING
P.O. BOX 48240 – 00100
TEL: +254 02 310900
WWW.KRA.GO.KE
Email: Procurement@kra.go.ke
NAIROBI, KENYA.**

PREBID – 27TH JUNE, 2019 AT 10.00 AM

CLOSING DATE 16TH JULY, 2019 AT 11.00 A.M

JUNE 2019

TENDER SUBMISSION CHECK LIST

NO.	MANDATORY REQUIREMENTS	Tick (√)
1.	One Bid – Requirement Technical Proposal and Financial proposal – Submitted electronically via the supplier portal to Notes and attachment Folder.	
2.	Where printed literature furnished by the tenderer may be written in another language they shall be accompanied by an accurate English translation of the relevant passages	
3.	Copy of Certificate of Registration / incorporation	
4.	Power of Attorney (except for sole proprietorship)	
5.	Valid Tax Compliance Certificate or Letter of Exemption or equivalent where applicable	
6.	Duly Filled, signed and stamped Confidential Business Questionnaire	
7.	Tender Security Kshs 150,000.00 valid until 15th July 2020 (Original deposited in the Tender Security Box) - valid for 365 days	
8.	Current Reference Letter from Bank (not older than six (6) months)	
9.	Have an established service / support Centre in Kenya – or have an agreement with a Kenya registered firm - Submit the statement of ownership / agreement or Provide an establish support agreement with a competent firm Registered and domiciled in Kenya.	
10.	A dully filled, signed and stamped Form of Tender	
11.	Manufacturers Authorization Letter/ Distributorship appointment Bidders must be original solution developers or trademark owners if bidding on behalf of an original solution developers or trademark owner, provide written communication from the original solution developers or trademark owner addressed to Kenya Revenue Authority, authorizing them to bid on their behalf in respect of this tender.	
12.	Bidders who are NOT original solution developers or trademark owners must provide written evidence of the existence of a negotiated arrangement for professional services from the original solution developers or trademark owner for design, implementation and review of the solution implementation. The cost of such professional services for design, implementation, quality assurance and review should be included in the bid price.	

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SECTION I: INVITATION TO TENDER



Tender Notice

1. The Kenya Revenue Authority invites bids from eligible candidates for the following tenders:

NO	DESCRIPTION	ELIGIBILITY	PRE- BID - DATE, TIME, AND VENUE	CLOSING DATE AND TIME
1.	KRA/HQS/ICB-076/2018-2019, SUPPLY, DELIVERY AND IMPLEMENTATION OF A WEB BASED ANONYMOUS REPORTING SYSTEM	OPEN	27 th JUNE, 2019 10.00. AM (TIMES TOWER)	16 TH JULY, 2019 11.00 AM

2. Tender documents detailing the requirements of the above tenders in **English** may be obtained from KRA E-Procurement portal available on the KRA website www.kra.go.ke. Prospective bidders should register for E-Procurement to enable them access the KRA portal under “New Supplier Registration” found under the E - Procurement Tab.
3. Addenda / clarifications will be posted in Kra Website (www.kra.go.ke) and also sent to all prospective tenderes that have registered for the tender in the KRA supplier Portal.
4. Technical Qualification requirements; Refer to Section V of the bidding document.
5. Completed Bids are to be saved as **PDF documents** marked with the relevant tender description and submitted to the appropriate KRA E-procurement Web Portal found on the KRA website so as to be received on or before **16th July, 2019 at 11.00 a.m.** **Note: Submission shall strictly be electronic via KRA E-Procurement Portal.**
6. Bids will be opened electronically promptly after closing time and Bidders or their representatives are welcome to witness the opening at **Times Tower Building.**
7. An original hard copy of the Bid Security of not less than the indicated amount or equivalent amount in a freely convertible currency must be dropped in the **Tender Security Box** located at **Times Tower Building, Ground Floor** any day before the tender closing date. The Bid Security must be in a sealed envelope bearing the Tender Description and addressed to the address indicated below.

Deputy Commissioner - Supply Chain Management
Times Tower Building, 25th Floor,
P.O Box 48240– 00100 GPO,
Tel. +254 020 310900
Nairobi, Kenya.
website: www.kra.go.ke
Email : eprocurement@kra.go.ke

Any canvassing or giving of false information will lead to automatic disqualification.

SECTION II
INSTRUCTIONS TO TENDERERS

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SECTION II -

INSTRUCTIONS TO TENDERERS

2.1

Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the supply of goods by the intended completion date specified in the Schedule of Requirements Section VI.
- 2.1.2 The Kenya Revenue Authority's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Kenya Revenue Authority (KRA) to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.2

Eligible Goods

- 2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.
- 2.2.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components
- 2.2.3 The origin of goods is distinct from the nationality of the tenderer.

2.3

Cost of Tendering

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the KRA, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 There is no charge for this tender document since bidders are required to download from the KRA website.

2.4

The Tender Document

2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers

- (i) Invitation to Tender
- (ii) Instructions to tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Contract Form
- (ix) Performance Security Form
- (x) Bank Guarantee for Advance Payment Form
- (xi) Manufacturer's Authorization Form
- (xii) Confidential Business Questionnaire.

2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.5

Clarification of Documents

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the KRA's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.6

Amendment of Documents

2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in

writing or by post and will be binding on them.

- 2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the KRA, at its discretion, may extend the deadline for the submission of tenders.

2.7 Language of Tender

- 2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender shall be written in **English language**, where printed literature furnished by the tenderer may be written in another language they shall be accompanied by an accurate **English translation** of the relevant passages in which case, for purposes of interpretation of the tender, the **English translation** shall govern.

2.8 Documents Comprising of Tender

- 2.8.1 The tender prepared by the tenderers shall comprise the following components:
- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below;
 - (b) documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
 - (c) documentary evidence established in accordance with paragraph 2.2.1 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
 - (d) tender security furnished in accordance with paragraph 2.14

2.9 Tender Forms

- 2.9.1 The tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

2.10 Tender Prices

- 2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract.
- 2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the KRA.

- 2.10.3 Prices quoted by the tender shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22.
- 2.10.4 The validity period of the tender shall be 335 days from the date of opening of the tender.

2.11 Tender Currencies

- 2.11.1 Prices shall be quoted in Kenya Shillings or a freely convertible currency unless otherwise specified in the Appendix to Instructions to Tenderers.

2.12 Tenderers Eligibility and Qualifications

- 2.12.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the KRA's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1.
- 2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the KRA's satisfaction;
- (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods;
 - (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract; and
 - (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

2.13 Goods Eligibility and Conformity to Tender Documents

- 2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents

establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

(a) a detailed description of the essential technical and performance characteristic of the goods;

(b) a list giving full details including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of a web based anonymous reporting system

(c) a clause-by-clause commentary on the KRA's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

2.15 Validity of Tenders

2.15.1 Tenders shall remain valid for **335 days** or as specified in the Invitation to Tender after the date of tender opening prescribed by the KRA, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the KRA as non-responsive.

2.15.2 In exceptional circumstances, the KRA may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A

tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender

2.16

Format and Signing of Tender

- 2.16.1 **The TECHNICAL AND FINANCIAL shall be COMBINED.** The bids Shall be submitted electronically through the KRA supplier portal. The Combined technical proposal and the Financial Proposal Shall be submitted on the Notes and Attachments section
- 2.16.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.
- 2.16.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.18

Deadline for Submission of Tenders

- 2.18.1 Tenders must be submitted to KRA through the supplier portal not later than **16th July 2019 at 11.00AM**. The system shall not permit submission after the said date and time.
- 2.18.2 The KRA may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.6, in which case all rights and obligations of the KRA and candidates previously subject to the deadline will therefore be subject to the deadline as extended

2.19

Modification and Withdrawal of Tenders

- 2.19.1 The tenderer may modify the tender after submission and resubmit to the respective folders. All prior submissions cannot be deleted or overwritten. Tenderer to note that the latest submission shall be considered as the final version and all prior submissions shall be disregarded.
- 2.19.2 The Tenderers may withdraw their submissions prior to the tender closing date and time through the supplier portal. ***A tender once withdrawn cannot be resubmitted.*** Where a tenderer withdraws his bid after submission of the bid security, he/she shall collect the bid security from KRA after the tender is opened.

- 2.19.3 No tender may be modified after the deadline for submission of tenders.
- 2.19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.14.7.
- 2.19.5 The KRA may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.19.6 The KRA shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.20 Opening of Tenders

- 2.20.1 The KRA will open all tenders in the presence of tenderers' representatives who choose to attend, on or **16th July, 2019 at 11.00am**
The tenderers' representatives who are presence shall sign a register evidencing their attendance.
- 2.20.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as the KRA, at its discretion, may consider appropriate, will be announced at the opening.
- 2.20.3 The KRA will prepare minutes of the tender opening.

2.21

Clarification of Tenders

- 2.21.1 To assist in the examination, evaluation and comparison of tenders the KRA may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 2.21.2 Any effort by the tenderer to influence the KRA in the KRA's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.22

Preliminary Examination

- 2.22.1 The KRA will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been

properly signed, and whether the tenders are generally in order.

- 2.22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail
- 2.22.3 The KRA may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.22.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the KRA will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The KRA's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.22.5 If a tender is not substantially responsive, it will be rejected by the KRA and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

2.23 Conversion to Single Currency

- 2.23.1 Where other currencies are used, the KRA will convert these currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.24 Evaluation and Comparison of Tenders

- 2.24.1 The KRA will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22
- 2.24.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 2.24.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.25

Preference

2.25.1 No margin of preference for this tender.

2.26

Contacting the Kenya Revenue Authority

2.26.1 Subject to paragraph 2.21 no tenderer shall contact the KRA on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.

2.26.2 Any effort by a tenderer to influence the KRA in its decisions on tender, evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

2.27

Award of Contract

(a) Post-qualification

2.27.1 In the absence of pre-qualification, the KRA will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.27.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the KRA deems necessary and appropriate.

2.27.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the KRA will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

(b) Award Criteria

2.27.4 The KRA will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender(s), provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

(c) KRA's Right to Vary Quantities

2.27.5 The KRA reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions

(d) KRA's Right to Accept or Reject Any or All Tenders

2.27.6 The KRA reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the KRA's action.

2.28 Notification of Award

2.28.1 Prior to the expiration of the period of tender validity, the KRA will notify the successful tenderer in writing that its tender has been accepted.

2.28.2 The notification of intention to award will NOT constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties.

2.28.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the KRA will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14.

2.29 Signing of Contract

2.29.1 At the same time as the KRA notifies the successful tenderer that its tender has been accepted, the KRA will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

2.29.2 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.29.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the KRA.

2.30 Performance Security

2.30.1 Within Thirty (30) days of the receipt of notification of award from the KRA, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the KRA.

.30.2 Failure of the successful tenderer to comply with the requirements of paragraph 2.27 or paragraph 2.28 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the KRA may make the award to the next lowest

evaluated Candidate or call for new tenders.

2.31

Corrupt or Fraudulent Practices

2.31.1 The KRA requires that tenderers' observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

- (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Kenya Revenue Authority, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Kenya Revenue Authority of the benefits of free and open competition;

2.31.2 The Kenya Revenue Authority will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.31.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to Instructions to Tenderers

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF INSTRUCTIONS TO TENDERS	APPENDIX TO
2.1.1	The tender is open to qualified firms for Supply, Delivery and Implementation of a Web Based Anonymous Reporting System	
2.1.2	The Declaration of No Conflict of Interest is incorporated in the Confidential Business Questionnaire.	
2.3.2	The bid document shall be Free of charge	
2.10.4	Bid Validity Period is 335 days from 16th July 2019 .	
2.13.3	The technical specifications are included in this document	
2.14.1	A Tender Security of Kshs 150,000 valid until 15th July 2020 in the form of Cash Deposit, Bank Guarantee, Insurance company Guarantee or a Letter of credit shall be deposited In the tender security box located at Times Tower Building, Ground Floor any day before the tender closing date.	
2.16.2	The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender shall be written in English language , where printed literature furnished by the tenderer may be written in another language they shall be accompanied by an accurate English translation .	
2.17	The tender (combined technical and financial) shall be submitted electronically via the supplier portal on the Notes and attachment folder .	
2.18.1	Time, date, and place for bid opening are 16th July, 2019 at 11.00am Place: Convention Centre on the 5th Floor of Times Tower Building. Street: Haile Sellassie Avenue City: Nairobi Country: Kenya.	
2.20	Opening of tender documents will be done in public at the time of closing the tender.	

- 2.22 Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents.
Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
- 2.24 The bid evaluation will take into account technical factors **ONLY**. **Bidders must conform to the specific Technical Requirements in Section IV.**
- 2.25 Preference
KRA will not grant any preferences
- 2.27.4 The evaluation takes into account the technical factors and in addition ability to deliver the items on short notice.
- 2.30 A performance security of 10% shall be required.
- 2.31 Anti-corruption Affidavit
KRA will require a supplier of goods and/or services to swear an affidavit to the effect they will not have offered or been requested to pay an inducement to a member of the Board, Management and/or Staff of KRA to influence the outcome of the bid.

SECTION III: GENERAL CONDITIONS OF CONTRACT

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SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

- 3.1.1 In this Contract, the following terms shall be interpreted as indicated:-
- (a) “The Contract” means the agreement entered into between the Procuring entity and the tendered, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - (b) “The Contract Price” means the price payable to the tendered under the Contract for the full and proper performance of its contractual obligations
 - (c) “The Goods” means all of the equipment, machinery, and/or other materials, which the tendered is required to supply to the Procuring entity under the Contract.
 - (d) “The Procuring entity” means Kenya Revenue Authority (KRA), the organization purchasing the Goods under this Contract.
 - (e) “The Tendered’ means the individual or firm supplying the Goods under this Contract.

3.2 Application

- 3.2.1 These General Conditions shall apply in all Contracts made by the KRA for the procurement of different goods, services and works

3.3 Country of Origin

- 3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.
- 3.3.2 The origin of Goods and Services is distinct from the nationality of the tendered.

3.4 Standards

- 3.4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

3.5 Use of Contract Documents and Information

- 3.5.1 The tendered shall not, without the KRA’s prior written consent, disclose the Contract, or any provision therefore, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the KRA in connection therewith, to any person other than a person employed by the tendered in the performance of the Contract.
- 3.5.2 The tendered shall not, without the KRA’s prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above.

- 3.5.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the KRA on completion of the Renderer's performance under the Contract if so required by the KRA.

3.6 Patent Rights

The tendered shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the KRA's country.

3.7 Performance Security

- 3.7.1 Within thirty (30) days of receipt of the notification of Contract award, the successful tendered shall furnish to the Procuring entity the performance security in the amount specified in Special Conditions of Contract.
- 3.7.2 The proceeds of the performance security shall be payable to the KRA as compensation for any loss resulting from the Renderer's failure to complete its obligations under the Contract.
- 3.7.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the KRA and shall be in the form of a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Kenya or abroad, acceptable to the KRA, in the form provided in the tender documents.
- 3.7.4 The performance security will be discharged by the KRA and returned to the Candidate not later than thirty (30) days following the date of completion of the Renderer's performance obligations under the Contract, including any warranty obligations, under the Contract.

3.8 Inspection and Tests

- 3.8.1 The KRA or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The KRA shall notify the tendered in writing in a timely manner, of the identity of any representatives retained for these purposes.
- 3.8.2 The inspections and tests may be conducted in the premises of the tendered or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the tendered or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the KRA.
- 3.8.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the equipment, and the tendered shall either replace the

rejected equipment or make alternations necessary to make specification requirements free of costs to the KRA.

3.8.4 The KRA's right to inspect, test and where necessary, reject the goods after the Goods' arrival shall in no way be limited or waived by reason of the equipment having previously been inspected, tested and passed by the Procuring entity or its representative prior to the equipment delivery.

3.8.5 Nothing in paragraph 3.8 shall in any way release the tendered from any warranty or other obligations under this Contract.

3.9 Packing

3.9.1 The tendered shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

3.9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract.

3.10 Delivery and Documents

3.10.1 Delivery of the Goods shall be made by the tendered in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract.

3.11 Insurance

3.11.1 The Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.

3.12 Payment

3.12.1 The method and conditions of payment to be made to the tendered under this Contract shall be specified in Special Conditions of Contract.

3.12.2 Payments shall be made promptly by the KRA as specified in the contract.

3.12.3 Indemnity

The Procuring Entity agrees to indemnify and hold harmless Contractor and its affiliates and each of their respective directors, officers, agents, employees and sub-contractors (each an "indemnatee"), and defend them from and against any and all claims (whether during or after the term) that may arise or result from the performance of obligations under the contract by or on behalf of Contractor, except to the extent any such claims result from a breach of this contract directly attributable to the gross negligence or willful misconduct of such indemnatee

3.13 Prices

- 3.13.1 Prices charged by the tendered for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tendered in its tender.
- 3.13.2 Contract price variations shall **NOT** be allowed for contracts not exceeding one year (12 months).
- 3.13.3 Where the cumulative value of all contract variations request should NOT result in an increment of the total contract price by more than twenty five (25%) of the original contract price.
- The price or quantity variation shall be executed within the period of the contract; and
- 3.13.4 Price variation request shall be processed by the procuring entity within 30 days of receiving the request.

3.14 Assignment

- 3.14.1 The tendered shall not assign, in whole or in part, its obligations to perform under this Contract, except with the KRA's prior written consent.

3.15 Subcontracts

- 3.15.1 The tendered shall notify the Procuring entity in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the tendered from any liability or obligation under the Contract.

3.16 Termination for Default

- 3.16.1 The KRA may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tendered, terminate this Contract in whole or in part:
- (a) If the tendered fails to deliver any or all of the goods within the periods) specified in the Contract, or within any extension thereof granted by the KRA;
 - (b) If the tendered fails to perform any other obligation(s) under the Contract;
 - (c) If the tendered, in the judgment of the KRA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

- 3.16.2 In the event the KRA terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, equipment similar to those undelivered, and the tenderer shall be liable to the Procuring entity for any excess costs for such similar goods.

3.17 Liquidated Damages

- 3.17 If the tenderer fails to deliver any or all of the goods within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

3.18 Resolution of Disputes

- 3.18.1 The KRA and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract
- 3.18.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national or international forum, and/or international arbitration.

3.19 Language and Law

- 3.19.1 The language of the contract and the law governing the contract shall be *ENGLISH LANGUAGE* and the Laws of Kenya respectively unless otherwise stated.

3.20 Force Majeure

- 3.20.1 The tenderer shall not be liable for forfeiture of its performance security or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

- 4.1. Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.
- 4.2. Special conditions of contract as relates to the GCC.

REFERENCE	SPECIAL CONDITIONS OF CONTRACT OF GCC
4.7.1	The successful bidder shall furnish KRA with A performance guarantee of 10%
4.9	Packaging The tenderer shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. All packages must be cleared labeled with description of contents and quantities.
4.10	Delivery All items to be supplied under this contract should be delivered to the Stores located on Ground Floor, Times Tower upon issuance of a valid Purchase Order.
4.12	Payment Terms The Kenya Revenue Authority (KRA) payment terms are that payment shall be made within thirty (30) days from the date of delivery and signing of receipt. However, KRA may negotiate mutually acceptable payment terms with the successful tenderer.
4.13	Prices Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.
4.17	Liquidated Damages If the delivery date is extended (except by mutual consent) a penalty amounting to 0.5% of the total cost will be charged per day up to a maximum of thirty (30) days. No deliveries shall be accepted after the thirtieth working day in which case the LPO will automatically lapse and be deemed to have been cancelled at the close of business on the twentieth day. The Authority shall then be at liberty to realize the performance bond. In this clause, “days” means working days.

4.18.1 **Resolutions of Disputes**

Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. *The place of arbitration shall be Nairobi.* The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in this Contract, the arbitral tribunal shall have no authority to award interest. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

4.19 The language of all correspondence and documents related to the bid shall be in **English**. Unless explicitly specified in the Technical Requirements section, the key passages of all accompanying printed literature in any other language must be translated into the above **English Language**

SECTION V - TECHNICAL SPECIFICATIONS

5.1 General

5.1.1 The specifications describe the requirements for the Web Based Anonymous Reporting System.

5.1.4 The tenderers are requested to present information along with their offers as follows:

- (i) Shortest possible delivery period of each product/service

5.2 Particulars

Kenya Revenue is intending to procure a Web Based Anonymous Reporting System

5.3 Technical Requirements:

This tender covers **Supply, Delivery and Implementation of a Web Based Anonymous Reporting System**

The Table overleaf gives the minimum clause-by-clause technical specifications. **Bidders are required to duly fill in the tables under the “Bidder’s Response” column to respond, irrespective of any attachments included. Failure to conform to this condition will render the bid being treated as non-responsive.** Please note a tick, **YES or No** answer are inadmissible. A bidder must adequately describe the product they propose to supply.

INSTRUCTIONS TO BIDDERS

1. Bidders are required to fill the table below.
2. Bidders **MUST** provide a substantive response for all features irrespective of any attached technical documents. Use of **Yes, No**, tick, compliant etc will be considered non-responsive.
3. Any attached brochures and write-ups should be cross referenced to the technical specifications.
4. Bidders **MUST** append official company stamp and/or authorized signature on all attached technical data sheets.
5. Those who fail will **NOT** proceed to the Financial Stage of Evaluation.
6. Evaluation Criteria: Bidders must describe the features of the proposed product/item in the ‘Bidders response’ column and how it matches (or exceeds) the minimum specifications. Any row (feature) that is not matching or is below the minimum specifications shall render the proposed item non-responsive.

CLAUSE BY CLAUSE TECHNICAL SPECIFICATIONS

WEB BASED ANONYMOUS REPORTING SYSTEM

FUNCTIONAL REQUIREMENTS

Item No.	Feature	Minimum Requirements	Bidders Detailed Technical Response	Max. Score
i.	Must be web based	Should be supported by different Internationally recognized browsers - Mozilla, Chrome, Edge, Safari, Opera etc. (3 marks)		10
		The solution should be based on the internet and available to anyone worldwide at any time (2 marks)		
		The solution should have a quick access link on KRA website (2 marks)		
		System should capture data from computers/laptops on the internet through https and mobile devices through https (3 marks)		
ii.	Must allow anonymous whistle-blowing and reporting	The solution should afford whistle-blower the option of deciding whether to report anonymously or not (1 marks)		12

Item No.	Feature	Minimum Requirements	Bidders Detailed Technical Response	Max. Score
		The system should provide for mandatory fields to be populated before the report is submitted (1 marks)		
		The system should allocate a simple unique secret code not exceeding seven alpha numeric characters to reports submitted (2 marks)		
		The system should have a provision of accepting additional information using the existing simple unique secret code (4 marks)		
		The solution should afford the whistle-blower the option of attaching files in different formats. It should not allow attachments of executable files. (2 marks)		
		Should provide a quick guide on how to report issues (2 marks)		
iii.	Must have implemented a similar system in other organizations	The system must have been successfully implemented and in use in at least four other organizations (2 marks)		5
		The system must have been successfully implemented and in use in a law enforcement agency (3 marks)		
iv.	Accreditation	The system should be accredited and/or licensed (2 marks)		2
v.	Must be private and secure in terms of hosting, access, and encryption	The solution's servers should be located in a high security zone (2 marks)		20
		Transfer of data to and from the server should be carried out by means of secure		

Item No.	Feature	Minimum Requirements	Bidders Detailed Technical Response	Max. Score
		encrypted https communication (2 marks)		
		All reports should be encrypted (3 marks)		
		Give provision where No IP address data or metadata should be recorded by the solution (1 mark)		
		System/transaction date should be captured (1 mark)		
		The system should always maintain the original report from the whistle blower in read only format and not editable (2 marks)		
		The system should provide an option to copy the original report, edit and share the copied report within the system (1 mark)		
		It should be able to integrate with other systems (3 marks)		
		System should be able to log system access and any transactions of the authorized staff (2 marks)		
		Cookies should only be used to clearly assign a session to a client, and should become invalid at the end of the session (1 mark)		
		Only authorized personnel should be able to read and process submitted reports as well as open dialogue with whistle-blowers (1 mark)		
		The reports submitted should be directed into a database for ease of data		

Item No.	Feature	Minimum Requirements	Bidders Detailed Technical Response	Max. Score
		mining (1 mark)		
vi.	Must allow for dialogue and other feedback mechanisms with whistle-blowers	The solution should allow for guaranteed anonymous direct communication with the whistle-blower in order to accelerate investigations and prevent misunderstandings (2 marks)		5
		The system should at minimum specify data on taxpayer involved, amount if known, place of transaction, organization, type of violation, perpetrators, and any other relevant information (3 marks)		
vii.	Must conform to data protection laws	The solution must comply with underlying data protection laws and Acts in Kenya and the host nation/area where solution's servers are located (1 mark)		3
		The solution should comply with the International Data Protection and Privacy Law (1 mark)		
		Meet legal requirements for admission of electronic evidence in courts (1 mark)		
viii.	Should provide for language customization	The solution should allow for individualization to the country's official languages (English & Kiswahili and any other applicable international language) throughout the entire whistle-blowing process (2 marks)		2
ix.	Must provide reports and statistics	The solution should evaluate results, measures and information in form of reports in various formats, e.g. HTML, Excel, Word, PDF and PowerPoint		15

Item No.	Feature	Minimum Requirements	Bidders Detailed Technical Response	Max. Score
		(5 marks)		
		The reports should constitute user and management reports with incident reports per case reported and cumulative tallies per specified periods (for example monthly, quarterly, yearly etc.) (6 marks)		
		Reports should be customized to describe for example status, report numbers, date receipts, topic, reference, language, responsible examiner etc. (2 marks)		
		Statistics should be in various forms for example charts, list etc. (2 marks)		
x.	Should come with full time access, support, licensing, warranty and maintenance	The supplier should conform to full time access, support, licensing, warranty (3 years) and maintenance of the system (5 marks)		5
xi.	Should allow for attachment of video, photos, text comments e.t.c	Allow for attachments of at least 25 MB (5 marks)		8
		The system should be able to convert documentary evidence into readable formats (3 marks)		
xii.	Should allow for categorization of cases	System should provide for at-least ten (10) categories of cases to be submitted (4 marks)		4
xiii.	Archival and restoration of data	The system should be able to archive and restore data on need basis (2 marks)		2

Item No.	Feature	Minimum Requirements	Bidders Detailed Technical Response	Max. Score
xiv.	User and technical training must be provided	The supplier must state schedule of services for provision of User and Technical training on the solution for smooth operation and support (2 marks)		3
		The supplier must provide topics to be covered and duration as well as indicate training materials to be provided (1 marks)		
xv.	Documentation (soft & hard copy)	The supplier must state schedule of activities for development and delivery of Technical Documentation and User Procedure Manual of the solution for smooth operation and support (2 marks)		2
xvi.	Provision of a work-plan	The supplier must provide a detailed work-plan for the supply, delivery, training and provision of all other requested services for the successful implementation of the system and its commissioning (1 mark)		2
		The proposed work-plan should provide personnel and their roles and responsibilities (1 mark)		
TOTAL MARKS				100
REMARKS		CUT OFF SCORE		70

Tenderer's Signature _____

Date _____

Official Stamp _____

DEMONSTRATION OF SOLUTION – FUNCTIONAL AND TECHNOLOGY REQUIREMENTS.

- *Bidders who will have passed the Technical Clause by Clause evaluation criteria will be invited for demonstration of the proposed solution.*
- *The demo evaluation checklist shall be submitted to bidders who will have met the minimum Technical Specifications and passed the technical evaluation*

SECTION VI - SCHEDULE OF REQUIREMENTS

5.1 Submission of Bids

- (i) The Tenderer must be submitted electronically via the supplier portal found on the KRA Website. Combined Technical and Financial proposal shall be attached to the Notes and attachment Folder as follows

Technical and financial combined.

- ***One Bid – Requirement***
Technical Proposal and Financial proposal – Submitted electronically via the supplier portal to Notes and attachment Folder
- Where printed literature furnished by the tenderer may be written in another language they shall be accompanied by an accurate **English translation** of the relevant passages
- Tender Security **Kshs 150,000.00** valid until **15th July, 2020** (Original deposited in the Tender Security Box)
- Certificate of Incorporation/Registration.
- Duly Filled and signed Confidential Business Questionnaire.
- Valid Tax Compliance Certificate or Letter of Exemption or equivalent where applicable
- Current Reference Letter from Bank (not older than six (6) months)
- Power of Attorney¹ (except for Sole proprietor)
- **Manufacturers Authorization Letter/ Distributorship appointment**

Bidders must be original solution developers or trademark owners if bidding on behalf of an original solution developers or trademark owner, provide written communication from the original solution developers or trademark owner addressed to Kenya Revenue Authority, authorizing them to bid on their behalf in respect of this tender

- Have an established service / support Centre in Kenya – or have an agreement with a Kenya registered firm - Submit the statement of ownership / agreement or
- Provide an establish support agreement with a competent firm Registered and domiciled in Kenya.
- A dully signed and stamped form of Tender
- Bidders who are NOT original solution developers or trademark owners must provide written evidence of the existence of a negotiated arrangement for professional services from the original solution developers or trademark owner for design, implementation and review of the solution implementation. The cost of such professional services for design, implementation, quality assurance and review should be included in the bid price.
- Client References – Provide evidence (Completion Certificate / Execution Certificate) of successful previous maintenance service of similar value and scope for equipment bided for.
- Key personnel skills and competencies that relates to the procurement item.

¹ Bidder to attach documentary proof of authority to sign the bid documents on behalf of the bidder.

5.2 Tender Responsiveness Criteria

The submission of the following items will be required in the determination of the completeness of the Bid. Bids that do not contain the following information required will be declared non responsive and shall not be evaluated further

NO.	MANDATORY REQUIREMENTS
1.	One Bid – Requirement <i>Technical Proposal and Financial proposal</i> – Submitted electronically via the supplier portal to Notes and attachment Folder
2.	Where printed literature furnished by the tenderer may be written in another language they shall be accompanied by an accurate English translation of the relevant passages
3.	Submission of Tender Documents <ul style="list-style-type: none"> ▪ Power of Attorney² (except for Sole proprietor) ▪ Tender Security Kshs 150,000.00 valid until 15th JULY 2020 (Original deposited in the Tender Security Box) ▪ Duly filled, Signed and Stamped Form of Tender.
4.	Company Profile Suitability of Service Provider <ul style="list-style-type: none"> ▪ Attach copy of Registration of Business/Certificate of Incorporation ▪ Duly Filled, Signed and Stamped Confidential Business Questionnaire
5.	Proof of Financial Resources Current Reference Letter from Bank (not older than six (6) months)
6.	Valid Tax Compliance Certificate or Letter of Exemption or equivalent where applicable
7.	Have an established service / support Centre in Kenya – or have an agreement with a Kenya registered firm - Submit the statement of ownership / agreement or Provide an establish support agreement with a competent firm Registered and domiciled in Kenya.
8.	A dully filled, signed and stamped Form of Tender
9.	Manufacturers Authorization Letter/ Distributorship appointment Bidders must be original solution developers or trademark owners if bidding on behalf of an original solution developers or trademark owner, provide written communication from the original solution developers or trademark owner addressed to Kenya Revenue Authority, authorizing them to bid on their behalf in respect of this tender

10.	Bidders who are NOT original solution developers or trademark owners must provide written evidence of the existence of a negotiated arrangement for professional services from the original solution developers or trademark owner for design, implementation and review of the solution implementation. The cost of such professional services for design, implementation, quality assurance and review should be included in the bid price.
------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5.3 Vendor Evaluation Criteria

The following criteria will be used in the evaluation of all potential suppliers.

The documents submitted will be evaluated for suitability. No scores shall be awarded; the rating shall be PASS or FAIL.

Description of Criteria	Rating	Cut off Score
Managerial and Key Personnel Competency Profiles Key Staff Competency Profiles (Attach copies of signed CVs, professional and academic certificates of at least 2 technical personnel, indicating technical experience relevant to the procurement item.) Academic Under graduate / post graduate or equivalent (3 Marks) Diploma / Certificate or equivalent (2 Marks) Professional Professional certification (3 Marks) Experience At least two (2) years relevant technical experience (4 Marks)	10	5
Experience/Reputation of the Firm Reference Sites/clients relevant to this project (at least two (2) major clients and include a brief description of service scope rendered, value of contracts, and contact person phone number and email addresses) for system (evidence to include reference letter from the client, LSOs/contract supported with completion certificates). (each client is 5 marks)	10	5
TOTAL	20	10

5.4 Overall Tender Evaluation Criteria

The overall tender evaluation criteria is as follows; -

Criteria	Maximum Score/ Requirement	Cut-off Score
Tender Responsiveness	Mandatory	All
Vendor Evaluation	20	10
Technical Evaluation	100	70
Demonstration of solution – Functional and technology requirements. <i>The demo evaluation checklist shall be submitted to bidders who will have met the minimum Technical Specifications and passed the technical evaluation</i>	10	MET
Financial Evaluation	The award shall be to the lowest evaluated	

	price.
Site Visit / Due diligence	KRA will conduct site visits to any or all of the provided reference sites. The bidder will be required to facilitate/organize the visit to any such chosen site(s) forming substantive responsiveness

PRICE SCHEDULE

No.	Description	QTY	UNIT PRICE	COST INCLUDE OF ALL APPLICABLE TAXES	DELIVERY PERIOD
1.	Purchase cost for Delivery and implementation of a Web Based Anonymous Reporting System	1			
2.	Purchase cost for Case Management	1			
3.	Training cost	6 Pax			
		4 Pax			
4.	Annual License fees for 6 persons to access the system	6 licenses Renewable for 3 years			
5.	Annual license for Case management system	4 licenses renewable for 3 years			
GRAND TOTAL COST (TO BE MOVED TO FORM OF TENDER)					

Tenderer's Signature _____

Date _____

Official Stamp _____

SECTION VIII - STANDARD FORMS

Notes on the Sample Forms

- 1 *Form of Tender-* The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
- 2 *Confidential Business Questionnaire Form -* This form must be completed by the tenderer and submitted with the tender documents.
- 3 *Tender Security Form-* When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
- 4 *Contract Form-* The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
- 5 *Performance Security Form-* The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
- 6 *Bank Guarantee for Advance Payment Form-* When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
- 7 *Manufacturers Authorization Form-* When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.
- 8 *Anti Corruption Affidavit* This form will be completed by the bidder's authorized representative and it must be sworn before a commissioner of oaths or equivalent according to applicable laws in the country of the bidder.

8.1 FORM OF TENDER

Date _____
Tender No. _____

To: KENYA REVENUE AUTHORITY
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 **SUPPLY, DELIVERY AND IMPLEMENTATION OF A WEB BASED ANONYMOUS REPORTING SYSTEM** in conformity with the said tender documents 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 **SUPPLY, DELIVERY AND COMMISSION A WEB BASED ANONYMOUS REPORTING SYSTEM** 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 *(Procuring entity)*.
4. We agree to abide by this Tender for a period of **335 days** 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 _____

8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business; and Part 3.

You are advised that it is a serious offence to give false information on this form.

Part 1 – General	
1.1	Business Name.....
1.2	Location of Business Premises.....
1.3	Plot No..... Street/Road
	Postal Address.....
	Tel No.
	Fax
	E mail
1.4	Nature of Business ,.....
1.5	Registration Certificate No.....
1.6	Maximum Value of Business which you can handle at any one time – Kshs.
1.7	Name of your Bankers Branch
Part 2 (a) – Sole Proprietor	
2a.1	Your Name in FullAge
2a.2	Nationality
	Country of Origin
	Citizenship Detail.....

Part 2 (b) Partnership

2b.1 Given details of Partners as follows:

2b.2	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>
	<u>Shares</u>		
		
		
		
		
		
		
		

Part 2 (c) – Registered Company

2c.1 Private or Public
.....
.....

2c.2 State the Nominal and Issued Capital of Company-
Nominal Kshs.
.....
Issued Kshs.
.....

2c.3 Given details of all Directors as follows

<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>
<u>Shares</u>		
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Part 3 – Eligibility Status

3.1 Are you related to an Employee, Committee Member or Board Member of Kenya Revenue Authority? Yes _____ No _____

3.2 If answer in '3.1' is **YES** give the relationship.
.....
.....
.....

.....
.....
3.3 Does an Employee, Committee Member, Board Member of Kenya Revenue Authority sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes_____ No_____

3.4 If answer in '3.3' above is **YES** give details.
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3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Kenya Revenue Authority to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes_____ No_____

3.6 If answer in '3.5' above is **YES** give details.
.....
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.....

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES_____ No_____

3.9 Have you offered or given anything of value to influence the procurement process? Yes _____No_____

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date Signature of Candidate
.....

- If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

8.4 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20____
between Kenya Revenue Authority of Kenya (hereinafter called “the
Procuring entity) of the one part and
..... [name of tenderer] of [city and country of tenderer]
(hereinafter called “the tenderer”) of the other part;

WHEREAS the Procuring entity invited tenders for SUPPLY, DELIVERY AND
IMPLEMENTATION OF A WEB BASED ANONYMOUS REPORTING SYSTEM and has
accepted a tender by the tenderer for the SUPPLY, DELIVERY AND
IMPLEMENTATION OF A WEB BASED ANONYMOUS REPORTING SYSTEM at the
sum of
..... [contract price in words and figures]
(hereinafter called “the
Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer
 - (b) the Schedule of Requirements
 - (c) the Technical Specifications
 - (d) the General Conditions of Contract
 - (e) the Special Conditions of contract; and
 - (f) the Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring entity

Signed, sealed, delivered by _____ the _____ (for the tenderer in the presence of _____

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM

To Kenya Revenue Authority

WHEREAS [*name of tenderer*] (hereinafter called “the tenderer”) has undertaken , in pursuance of Contract No. _____
_____ [*reference number of the contract*] dated _____ 20 _____ to
supply [*description of goods*] (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of [*amount of the guarantee in words and figure*] and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [*amount of guarantee*] as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 _____

Signed and seal of the Guarantors

[*name of bank or financial institution*]

[*address*]

[*date*]

8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To Kenya Revenue Authority

[name of tender]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, *[name and address of tenderer]*(hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institutions]*, as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding *[amount of guarantee in figures and words]*

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until *[Date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.7 MANUFACTURER'S AUTHORIZATION FORM

To Kenya Revenue Authority

WHEREAS [name of the manufacturer] who are established and reputable manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Agent] to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. [reference of the Tender] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

[signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.

LETTER OF NOTIFICATION OF AWARD

**Kenya Revenue Authority
P.O Box 48240 – 00100,
Nairobi,.**

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this Letter of Notification signifying your Acceptance.
2. The Contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this Letter of Notification of Award.

Deputy Commissioner
Supply Chain Management
Haile Selassie Avenue, Times Tower, 25th Floor
Telephone: +254-020-2817022
Website www.kra.go.ke

FOR: **Commissioner General**