



ADDENDUM/CLARIFICATION SET 1

27<sup>th</sup> July 2026

To all Prospective Suppliers/Contractors

**REF NO. KRA/HQS/RGS-001/2026-2027: REGISTRATION OF SUPPLIERS/CONTRACTORS FOR GOODS, SERVICES AND WORKS FOR A PERIOD OF TWO (2) YEARS**

Kenya Revenue Authority wishes to inform prospective applicants of the following clarifications:

| NO. | Document reference           | Requirement                                                                                                                                                                                                                                                                  | ACTIVITY/QUERY                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | KRA RESPONSE                                                                                                                                                       |
|-----|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Page 8 – Evaluation criteria | A copy of the CR12 or CR13 certificate issued within the last 12 months prior to the submission date, together with photocopies of the Kenyan National Identity Card or valid Kenyan passport for all company directors, partners, or proprietors of the firm or enterprise. | <b>Corporate Identity &amp; CR12 Exemption (Item 4)</b> Item 4 of the mandatory requirements requests a CR12 or CR13 certificate. For registered branches of foreign companies operating in Kenya that do not receive a standard CR12, kindly confirm if an official "Registrar of Companies Search (Register of Directors and Local Representatives)" will be accepted as the exact statutory equivalent to prevent disqualification during the preliminary evaluation phase. | Bidders are advised that for foreign companies registered under section 975 of the Companies Act, 2015, a Registrar of Companies search will be accepted.          |
| 2.  |                              |                                                                                                                                                                                                                                                                              | Can a partnership deed duly signed and stamped by a certified Lawyer act in place of the CR12 or CR 13 for a partnership business                                                                                                                                                                                                                                                                                                                                              | Bidders are advised that the requirement specifically requires a CR12 or CR13 certificate issued by the Registrar of Companies within the last twelve (12) months. |



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| 3. |                              |                                                                                                                  | For sole proprietors we normally attach ID and certificate registration as CR12 does not apply. Confirm                                                                                                                                                                                                                                                                                                                                                                                                  | Limited liability companies shall submit a valid <b>CR12</b> , while sole proprietorships and partnerships registered as business names shall submit a valid <b>CR13</b> issued within the last twelve (12) months prior to the submission date, together with copies of the Kenyan National Identity Card or valid Kenyan passport of the proprietor or partners, as applicable. The CR13 certificate can be generated from e-citizen Business Registration Service portal |
| 4. | Page 9 – Evaluation criteria | Past Experience in the supply and delivery of similar goods/services/works is mandatory for all OPEN categories. | <b>Past Experience Validation (Item 14)</b> Item 14 requires past experience evidence in the form of an LPO, LSO, or contract alongside a corresponding Recommendation Letter or Certificate of Completion. For multinational firms applying under the OPEN category, will the evaluation committee accept completion certificates and contracts for equivalent high-value enterprise and public sector projects executed by our headquarters or sister branches in neighbouring East African countries? | Past experience shall be evaluated based on the firm submitting the application. Where the applicant is a Kenyan branch of a multinational company, experience executed by the parent company or affiliated branches may be considered where documentary evidence clearly demonstrates the legal relationship between the two entities.                                                                                                                                     |
| 5. | Page 8- Evaluation criteria  | A Valid National Construction Authority registration certificate and                                             | Is it possible to submit NCA certificate without Annual practice license for new company                                                                                                                                                                                                                                                                                                                                                                                                                 | Bidders are advised that the registration certificate and annual practicing license should be submitted together.                                                                                                                                                                                                                                                                                                                                                           |



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| 6. |  | Annual Practicing License. | NCA certificates expire on 31 <sup>st</sup> July what if there is delay in renewal of the certificate and the deadline is 4th can one document fill the four category or it has to be isolated per category | Bidders are advised that they are required to submit valid documents as at the submission deadline. In the case renewal has been delayed due to processing by the issuing authority, the bidder is advised to submit evidence of renewal application together with any official communication.               |
| 7. |  |                            | Is this open to foreign company                                                                                                                                                                             | Bidders are advised that the registration is open to foreign companies registered under section 975 of the Companies Act, 2015.                                                                                                                                                                              |
| 8. |  |                            | Clarify on open and special group categories. Clarify                                                                                                                                                       | Applicants are advised that they may apply for any category(ies) that align with their area of specialization, experience and demonstrated capacity. However, prospective suppliers are also advised that they shall not apply for more than four (4) categories as stipulated in the Registration Document. |

This clarification forms part of the application document and is binding to all participants. All other terms and conditions remain the same. You are therefore required to immediately acknowledge the receipt of this clarification.

Regards,

Martha Wakio

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

