

ADDENDUM & CLARIFICATION "SET 1"

21st MAY, 2021.

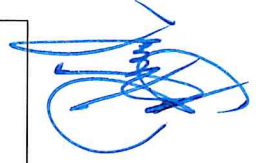
To all Prospective bidders,

REF: TENDER NO.KRA/NCB/057 /2020-2021 – PROVISION OF CONSULTANCY SERVICES FOR ENTERPRISE CONTENT MANAGEMENT SOLUTION (DOCUMENT MANAGEMENT SOLUTION, RECORDS MANAGEMENT, SCANNING SOLUTION, CORRESPONDENCE MANAGEMENT SOLUTION AND BUSINESS PROCESS MANAGEMENT)- RE-ADVERTISEMENT.

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

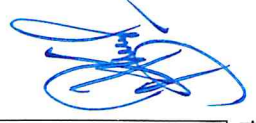
Addendum Set 1

No	Tender Reference	KRA Response
1.	On page 19. Additional Mandatory Requirement. The Proposed DMS Software should have been implemented in at least 1 organisation with over 10 million documents in the repository.	The proposed DMS Software capacity has been revised to read at least 30 Million documents in the repository.
3.	On page 48 to 73 of Terms of Reference	Bidders are advised that Authority has introduced a Maximum prorated score of 80 and prorated cut-off scores of 75 on the Technical Specifications requirements (Terms of Reference) that will be used during evaluation process. This is at attached an marked as (Annex 1)



Clarifications Set 1

No	Bidders Query	KRA Response
1.	<p>Is the requirement of Annual Procurement Plan (APP) limited to automation of manual APP Initiation and Approval workflows ? What are the functionalities expected from APP? Please share details apart from that already mentioned in the RFP.</p>	<p>No. The APP is not limited to the automation of the manual APP initiation please refer to the functional requirements and reporting requirements from the tender document Page 60 and 61 on the tender documents which defines the requirements for the automation of the Annual procurement plan process</p>
2.	<p>How does KRA currently achieve this task? Is it being managed via ISupport / ERP?</p>	<p>Currently the process is not automated.</p>
3.	<p>Is APP done entirely manually or is there a budgeting / planning tool which we can leverage and integrate with, to achieve the following capabilities :</p> <ol style="list-style-type: none"> Periodically roll-up and assess the budget Apply % increase/decrease in any line -item category in APP APP monitoring and forecasting Tracking of funding by APP phase 	<p>The APP is done, reviewed and monitored manually.</p>
4.	<p>Can we plan this in a phased approach where SCM-APP is taken care in Phase 2 of the project?</p>	<p>This is a priority item and needs to be implemented in phase 1 of the project.</p>
5.	<p>We would like to seek clarification regarding the distribution of licenses; Please share license distribution details of the 500 concurrent licenses;</p>	<p>We do not require 500 concurrent licenses initially. Implementation will be in a phased approach where the initial implementation will be the SCM module and Correspondence Management. Bidders are to provide the most cost effective licensing model that will allow phased implementation and seamless scalability when on boarding additional users to the platform.</p>





6.	System Modules	No of users to access the solutions
a)	Scanning (No of scanning stations/points)	6 (initially)
b)	Document Management System	100 (initially)
c)	Business Process Automation (end to end process users to approval stage)	15 (initially)
d)	Record Management system	5 (initially)
7.	As your include the business questionnaire template, Bid bond format please add in the Power of attorney template too.	The Authority has introduced the following documents to be used in their bid response. 1) Business Questionnaire Template is attached as Annex 2 2) Power of Attorney is attached as Annex 3. 3) The bid bond is not a requirement for a consultancy tender.
8.	Please clarify if the audited accounts are required at this stage because on Page 45 item 1.3 it states as below; At the negotiations the firm shall be prepared to disclose its audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. The KRA is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these funds.	This is Not a requirement at bid submission. This is a requirement at Post Award.
9.	We kindly request for an extension by a week to enable us work on the proposal. Looking forward to your positive response.	The Tender has been extended to 27th May 2021 at 11:00 AM.



10.	<p>Could you kindly clarify for us if the tender security must be submitted in a specific format for the : Provision of Consultancy Services For Enterprise Content Solution (Document Management solution, Records Management, Scanning Solution, Correspondence Management Solution and Business Process Management (Re – Advertisement) tender as the tender document does not have a tender security form.</p>	<p>Bidders are hereby notified that Tender Security is not a Requirement for the consultancy tender- Provision of Consultancy Services For Enterprise Content Solution (Document Management solution, Records Management, Scanning Solution, Correspondence Management Solution and Business Process Management.) (Re – Advertisement)</p>
11.	<p>Previous Tender Description KRA/HQS/NCB/057/2020-2021 Provision of Consultancy Services For Enterprises Content Management Solution (Document Management Solution, Records Management, Scanning Solution, Correspondence Management Solution and Business Process Management) – Re-advertisement</p>	<p>New Tender Description KRA/HQS/RFP/057/2020-2021 Provision of Consultancy Services For Enterprises Content Management Solution (Document Management Solution, Records Management, Scanning Solution, Correspondence Management Solution and Business Process Management) – Re-advertisement</p>

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,

Benson Kiruja

For: Deputy Commissioner - Supply Chain Management

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