

ADDENDUM SET 1
29th May 2025

To all Prospective bidders,

REF NO. KRA/HQS/NCB-042/2024- 2025 – PROVISION OF CLEANING AND GARBAGE COLLECTION SERVICES FOR KRA OFFICES AND RESIDENTIAL HOUSES AT NAIROBI AND NORTHERN REGIONS FOR A PERIOD OF TWO (2) YEARS

Kenya Revenue Authority wishes to inform prospective bidders of the following clarification/ addendum:

NO.	CLARIFICATION	KRA RESPONSE/ ADDENDUM
1.	<p>I am kindly writing this email to seek for clarification on the above tender number for provision of cleaning and garbage collection Services for KRA offices and residential houses at Nairobi and Northern Regions for a period of two (2) years</p> <p>1. ITT 35.4 reads " tenderers shall be allowed to quote separate prices for different lots (contracts) and the methodology to determine the lowest tenderer .</p> <p>2. Section III - evaluation and qualifications criteria; 4. Multiple Contacts on page 32 of 202 ii). " If a tenderer wins more than one Lot, the tenderer will be awarded contracts for all won lots...."</p> <p>However Section II tenderer date sheet ITT 1.1 contradicts the above by station that " bidders are required to strictly quote for ONLY ONE LOT" and that "Bidders to note that bidding for more than one lot will lead to Automatic disqualification "</p> <p>Kindly clarify on this matter if a tenderer is allowed to quote for more than one lot within a single tender and if one can win and be awarded more than one lot for the same.</p>	<p>Bidders to note that whenever there is a conflict of the clauses in the Instructions to Tenderers (ITT) and the provisions in the data sheet, the clauses in the Data sheet will prevail over the Instructions to Tenderers (ITT).</p> <p>Prospective bidders are hereby advised that Data sheet ITT 1.1 prevails over ITT 35.4.</p> <p>This is to therefore advise that bidders are required to strictly quote for ONLY ONE LOT."</p> <p><i>NB: Bidders to note that bidding for more than one lot will lead to Automatic disqualification.</i></p>


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2.	<p>We hereby express our concerns regarding a specific criterion in the above subject tenders.</p> <p>Under instructions to tenderers Bidders are required to strictly quote for ONLY ONE LOT. Bidders to note that bidding for more than one lot will lead to Automatic disqualification.</p> <p>We feel this restriction is closing us out on the opportunity of giving a variety of financial offers/proposals within our qualifications.</p> <p>We respectfully request that you reconsider this criterion and allow bidders to quote for various lots but be awarded one lot where they emerge the lowest evaluated bidders to enable the institutions to also save on cost amounts on financial proposals.</p>	<p>Bidders are advised to strictly adhere to the tender requirement of bidding for only one lot.</p>								
3.	<p>Kindly advise on technical evaluation tender for PROVISION OF CLEANING AND GARBAGE COLLECTION SERVICES FOR KRA OFFICES AND RESIDENTIAL HOUSES AT NAIROBI AND NORTHERN REGIONS FOR A PERIOD OF TWO (2) YEARS. On technical evaluation, part in the document there is only Vender evaluation criteria. For further information contact the undersigned.</p>	<p>Bidders are advised that technical evaluation is part of the vendor evaluation. The evaluation stages are:-</p> <ol style="list-style-type: none">1. Mandatory Evaluation2. Vendor/Technical Evaluation3. Financial Evaluation <p>Under the Vendor/technical evaluation table on page 37 of 202, the last row as displayed below;</p> <table><tr><td>Total score 30</td><td>30</td></tr><tr><td>Cut off score to proceed to Technical Evaluation</td><td>25</td></tr></table> <p>Bidders are hereby advised that the statement on the last row has been amended to read as follows;</p> <table><tr><td>Total score 30</td><td>30</td></tr><tr><td>Cut off score to proceed to Financial Evaluation</td><td>25</td></tr></table>	Total score 30	30	Cut off score to proceed to Technical Evaluation	25	Total score 30	30	Cut off score to proceed to Financial Evaluation	25
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4.	Letter from the Bidders Banker indicating that the firm is currently operating an account and can access line of credit of at least Ksh 3,000,000.00 at any given time. (The letter should not be older than 1st May 2024. Can the procurement entity consider to amend this requirement and allow bidders get the line of credit from other CBK approved financial institutions rather than only BANKS	Bidders are advised that the access to the line of credit letter can be obtained from a financial institution licensed by central Bank of Kenya.
5.	We would like to seek clarification regarding the Power of Attorney. The TDS requires a Special Power of Attorney While mandatory NO. 7 requires a power of attorney. Could you kindly clarify which should be attached.	Bidders are advised to that they can provide a general power of attorney i.e. it does not have to be specific to this tender.
6.	Housing Levy	Bidders are advised that the labour cost for each steward should include Housing Levy as provided in accordance with the Affordable Housing Act, 2024.
7.	The number of cleaners did not tally with the uniforms requested.	Bidders are advised that the number of uniforms should tally with the number of stewards. Each steward should get a pair of uniform.
8.	Are the cleaning consumables tools and equipment are for each estate or for all estates	Bidders are advised that the cleaning consumables tools and equipment are to be provided for each estate.
9.	Page 14 of 202 Instructions to Tenderers (ITT) 16.6	<p>Bidders are advised that prices quoted must include all associated costs, applicable taxes and levies.</p> <p>Bidders are also advised that their total cost must be inclusive of the Capacity Building Levy as follows:</p> <p><i>The tenderers are hereby notified of PPRA circular No. 01/2024 dated 30th August, 2024 and Legal notice No. 206 of 6th November, 2023 which introduces a Capacity Building Levy to be paid/borne by a supplier on all procurement contracts signed between the supplier and the procuring entity at a rate of 0.03% of the value of contract exclusive of applicable taxes. The procuring entity shall deduct and remit the levy to PPRA.</i></p>

The Addendum form part of the bidding document and is binding to all bidders. All other terms and conditions of the application remain the same. You are therefore required to immediately acknowledge the receipt of this addendum.

Regards,



Winnie Kibuchi

For: Deputy Commissioner - Supply Chain Management

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