



ADDENDUM SET 2

9th April 2025.

To all Prospective bidders,

REF NO. KRA/HQS/NCB-031/2024- 2025 – PROVISION OF CATERING SERVICES TO KENYA REVENUE AUTHORITY STAFF AT SOUTHERN AND SOUTH RIFT VALLEY REGIONS FOR A PERIOD OF TWO (2) YEARS

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

NO.	Tender Document reference	ACTIVITY	KRA RESPONSE/ ADDENDUM
1.	Page 29 <i>PRELIMINARY/ MANDATORY EVALUATION CRITERIA FOR LOT 1 & LOT 2</i>	Must duly fill, sign and stamp Tender Securing Declaration Form. Tender Securing Declaration Form must be valid for a period	Prospective bidders are advised that this requirement has been amended to read as follows: <i>Must duly fill, sign and stamp Tender Securing Declaration Form.</i>
2.	Page 30 & 31 <i>VENDOR EVALAUTION CRITERIA FOR LOT 1 & LOT 2</i>		Prospective bidders are advised that the vendor evaluation criteria on pages 30 and 31 of the bidding document have been expunged. Bidders are further advised to use the revised Vendor Evaluation Criteria attached to this addendum as Annex 1: Revised Vendor Evaluation Criteria for Lot 1 and Lot 2.
3.	Page 37 SUMMARY OF TENDER EVALUATION CRITERIA		Prospective bidders are advised that the Summary of Tender Evaluation Criteria on page 37 of the bidding document has been expunged. Bidders are further advised to be guided by the Revised Summary of Tender Evaluation Criteria attached to this addendum as Annex 2: Revised Summary of Tender Evaluation Criteria.

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,

Dominic Oporo

For: Deputy Commissioner - Supply Chain Management



ANNEX 1- AMENDED VENDOR EVALAUTION CRITERIA FOR LOT 1 & LOT 2


S/No	ITEM DESCRIPTION	WEGHTING (POINTS)
1.	Attach Copies of Curriculum Vitae and Certificates for professional training in relevant fields (Hospitality, business Management or Equivalent) for top management, i.e. one (1) manager and one (1) supervisor. a. Diploma certificate and above.....2 marks for Each Certificate1 mark for Each None0 b. Copies of curriculum vitae – 1 mark each	5
2.	Attach Copies of Curriculum Vitae and Certificates for professional training in hospitality for key service people (people who will be serving tea and meals), at least four (4). a. Diploma certificate and above.....2 marks for each Certificate.....1.5 marks for Each KCSE.....1 mark for Each None0 b. Copies of curriculum vitae – 0.5 marks for each	10
3.	Company's experience in provision of catering Services (attach evidence of food handlers certificate for five consecutive years) Food handlers certificate for 5 consecutive years (2025, 2024, 2023, 2022 & 2021).6 marks Food handlers certificate for 4 consecutive years (2025, 2024, 2023 & 2022).4 marks Food handlers certificate for 3 consecutive years (2025, 2024, & 2023)3 marks Food handlers certificate for 2 consecutive years (2025& 2024).2 marks Food handlers certificate for current year (2025).1 marks	6
4.	Valid certificate of medical examination from a public hospital/ health facility as provided in the Food, Drugs and Chemical substances Act Cap 254 for people who will be serving tea and meals) at least four (4). (1 mark for each valid certificate)	4
5.	The firm must submit from at least two (2) clients signed contracts with its corresponding LSO or invoices for catering services . The contracts must be dated within the last five (5) years from the tender closing date. The contract's cumulative value of should be at least Kshs 2,000,000.00 for each contract for each client . Failure to submit contract provided with its corresponding LSO/ invoice will not be scored. (5 marks for each contract provided with its corresponding LSO/ invoice)	10

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S/No	ITEM DESCRIPTION	WEGHTING (POINTS)
6.	Reference letters from at least two (2) clients (listed in no. 4 above) within which the firm provided catering services within the last five years from the tender closing date. The contract's cumulative value of should be at least Kshs 2,000,000.00 for each client. NB: The supporting documents listed above should have the up to date contact person, telephone number and email addresses of the contact person for each of the client. (5 marks for each client provided)	10
7.	Provide details of physical address and contacts – attach evidence <ul style="list-style-type: none">• Details of physical address and contacts with copy of title or lease documents or the latest utility bill – 10 marks	10
	TOTAL	55
	Cut off score to proceed to Technical evaluation	40

Note: Bidders are required to meet the minimum technical score of 40 marks out of 55 marks so as to proceed to the Technical Evaluation Criteria.


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ANNEX 2- AMENDED SUMMARY OF TENDER EVALUATION CRITERIA

The tender evaluation criteria is weighted as follows; -

No	Criteria	Maximum Score:	Cut-Off Score
1.	Tender Responsiveness	Mandatory	All Mandatory
2.	Vendor evaluation	55	40
3.	Technical Evaluation	Pass	Pass
4.	Financial Evaluation	<ul style="list-style-type: none">Award to the lowest evaluated bidder for each lotIf a tenderer wins more than one Lot, the tender will be awarded contracts for all won Lots, provided the tenderer meets the Eligibility and Qualification Criteria for all the Lots.	
5.	Post Qualification Evaluation	KRA may carry out due diligence to ascertain and verify the bidder's performance, including conducting a site visit.	


09/04/2025