



ADDENDUM SET 2

30th 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>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>1. Bidders to note that ITT 1.1 has been amended to read, bidders are allowed to bid for more than one (1) LOT. Bidders who participate in more than one lot should note that they will only be awarded one lot. (<i>No Bidder will be awarded more than one LOT</i>)</p> <p>NOTE: The procuring Entity will consider all possible combination of won lots and determine the best lowest financial combination i.e the most advantageous combination to the Authority.</p> <p>2. Bidders are advised that ITT 35.4 has been amended to read: Tenderers shall be allowed to quote separate prices for different LOTS and the methodology to determine the lowest tenderer is specified in ITT 1.1</p>

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2.	Labour Cost	<p>Bidders are advised that the labour cost for all lots bided should entail the following components;</p> <table><tr><th>S/No</th><th>Description</th></tr><tr><td>1.</td><td>Basic Salary</td></tr><tr><td>2.</td><td>House Allowance</td></tr><tr><td>3.</td><td>NSSF</td></tr><tr><td>4.</td><td>SHA</td></tr><tr><td>5.</td><td>NITA</td></tr><tr><td>6.</td><td>WTBA</td></tr></table>	S/No	Description	1.	Basic Salary	2.	House Allowance	3.	NSSF	4.	SHA	5.	NITA	6.	WTBA
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3.	Vendor/ Technical Evaluation Criteria	<p>Bidders are advised that the Vendor/Technical evaluation criteria on pages 36-37 of the tender document has been expunged and replaced with AMENDED VENDOR/ TECHNICAL EVALUATION CRITERIA attached herein and marked as Annex 1</p>														

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

Regards,



Rhodah Nzovila

For: Deputy Commissioner - Supply Chain Management

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ANNEX 1

AMENDED VENDOR/TECHNICAL EVALUATION CRITERIA

S/No	REQUIREMENT	
1	<p>CRITERIA</p> <p>Experience</p> <p>Tenderers to provide;</p> <p>Evidence that the firm has offered similar services to two clients within the last 5 years with contract value of not less than 15 million per contract.</p> <p>a) Attach corresponding copies of Contracts or LSO for each of the two (2) contracts above; (2.5 marks for each copy of contract or LSO)</p> <p>b) Reference Letters from each of the two (2) clients listed above informing of the bidders' performance. The letter should be on the clients letter head. This should also indicate nature of services, contract value and Contact person, email and telephone. (2.5 marks for each reference letter)</p> <p><i>Alterations or inconsistencies in these documents will read to rejection</i></p>	10
2	<p>Equipment and Materials</p> <p>Bidders to provide;</p> <p>a). Evidence of adequacy of equipment e.g. vehicles (including trucks and vans for hazardous waste transportation) tools including but not limited to rotary electric scrubbing machines, hoovers, sanitary bins, branded plastic bags for hazardous waste (lawn mowers, high pressure cleaning machines etc for all staff. Attach log books, purchase receipts or lease agreements), (10 marks)</p> <ul style="list-style-type: none">• One (1) Vehicles - (Truck, Pick Up or Transport Van)– 3 marks• Two (2) Scrubbing machine – 3 marks• Four (4) Hoovers – 4 Marks <p>b). A written statement of undertaking to use environmental and human friendly products. (3</p>	15



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	marks). c). An undertaking (written statement) to provide back up for both equipment and vehicles and provide assurance of routine and satisfactory maintenance to ensure that they are in good working condition at all times. (2 marks)	
3	Execution of Work Plan Attach an efficient and effective delivery work plan on their firm will engage personnel and equipment to carry out these works. This should also show he proposed channel of communication during all days of the week <ul style="list-style-type: none">• Tasks allocation -daily, weekly and monthly (2 marks)• Material distribution (1 marks)• Garbage management (1 marks)• Sanitary bin management (1 marks)	5
	Total score	30
	Cut off score to proceed to Financial Evaluation	25