



# KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

## ADDENDUM SET "3"

**11<sup>TH</sup> MARCH, 2022.**

To all Prospective bidders,

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**REF: TENDER NO. KRA/HQS/NCB -047/2021-2022 – SUPPLY, DELIVERY AND INSTALLATION OF ADDITIONAL DATA BACKUP STORAGE CAPACITY AND SOFTWARE LICENCES FOR A PERIOD OF THREE (3) YEARS.**

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Kenya Revenue Authority wishes to inform prospective bidders that the tender reference number and prebid date have been amended as follows:

ACTIVITY	KRA RESPONSE
3 <sup>rd</sup> Prebid Meeting	<b>Prospective bidders are advised that:</b> ✓ A third Prebid has been scheduled as follows:  <b>Date: 15<sup>th</sup> March 2022</b> <b>Time: 11.00am</b>  <b>VIRTUAL</b>  Bidders are advised to register through the Prebid link uploaded in the website.
<b>Form of Tender</b>	✓ The Form of Tender in the tender document has been expunged and replaced with the one provided herein named as <b>Annex 1: Revised Form of Tender.</b>
<b>Site Visit</b>	✓ A site visit has been scheduled as follows: <b>Date: 14<sup>th</sup> March 2022</b> <b>Time: 10:00am</b> <b>Location: Times Tower, 5<sup>th</sup> Floor Convention Centre</b>
<b>Extension of Tender Closing/Opening Date</b>	
<b>Previous Tender Closing Date</b>	<b>New Tender Closing Date</b>
<b>16<sup>th</sup> March, 2022 at 11.00 am Times Tower</b>	<b>24<sup>th</sup> March, 2022 at 11.00 am Times Tower</b>
<b>Note:</b> Bidders are advised to: ✓ Acknowledge receipt of this addendum published and uploaded on the KRA Website on <b>10<sup>th</sup> March, 2022.</b> ✓ Align their <b>bid security</b> to be valid upto and including <b>23<sup>rd</sup> March 2023.</b>	



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The Addendum 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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## ADDENDUM "SET 3"

### ANNEX 1: REVISED FORM OF TENDER.

#### INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letter head clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE, CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER, all attached to this Form of Tender*
- iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
  - *Tenderer's Eligibility-Confidential Business Questionnaire*
  - *Certificate of Independent Tender Determination*
  - *Self-Declaration of the Tenderer*

**Date of this Tender submission:** .....

**ITT No:** KRA/HQS/NCB-047/2021-2022

**To:** Kenya Revenue Authority

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with Instructions to Tenderers (ITT 8);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been debarred by the Authority based on execution of a Tender- Securing Declaration or Tender Securing Declaration in Kenya in accordance with ITT 4.8;
- d) **Conformity:** We offer to provide design, supply and installation services in conformity with the tendering document of the following: [*insert a brief description of the IS Design, Supply and Installation Services*];

**Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is: **Supply, Delivery and Installation of Additional Data Backup Storage Capacity and Software Licences for a Period of Three (3) Years**

- e) price is: *insert the total price of the Tender in words and figures,*

**Kshs (in Words)**.....

**Kshs (in Figures)**.....

*[Handwritten signature and date 20/09/22]*



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Or

[Option 2, in case of multiple lots:] (a) Total price of each lot [insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]; and (b) Total price of all lots (sum of all lots) [insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];

- (f) **Discounts:** The discounts offered and the methodology for their application are:
  - i) The discounts offered are: [Specify in detail each discount offered.]
  - ii) The exact method of calculations to determine the net price after application of discounts is shown below: [Specify in detail the method that shall be used to apply the discounts];
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS ITT 19.1 (as amended if applicable) **335 days** from the date fixed for the Tender submission deadline (specified in TDS ITT 23.1 (as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- g) **Performance Security:** If our Tender is accepted, we commit to obtain a **5% (Five) Percent** Performance Security in accordance with the tendering document;
- h) **One Tender per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 13;
- i) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not in eligible under Laws of Kenya or official regulations or pursuant to a decision of the United Nations Security Council;
- j) **State-owned enterprise or institution:** [select the appropriate option and delete the other] [We are not a state- owned enterprise or institution]/ [We are a state-owned enterprise or institution but meet the requirements of ITT 4.7];
- k) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: [insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]

Name of Recipient	Address	Reason	Amount

*[Handwritten signature]*  
 11/03/20

(If none has been paid or is to be paid, indicate "none.")



# KENYA REVENUE AUTHORITY

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- l) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- m) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- n) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

**Name of the Tenderer:** \*[insert complete name of person signing the Tender]

- o) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Tender Determination" attached below.
- p) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from [www.pppra.go.ke](http://www.pppra.go.ke) during the procurement process and the execution of any resulting contract.
- q) We, the Tenderer, have fully completed and signed the following Forms as part of our Tender:
  - i) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
  - ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
  - iii) Self-Declaration of the Tenderer–to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - i) Declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya. Further, we confirm that we have read and understood the full content and scope of fraud and corruption as in formed in "Appendix1-Fraud and Corruption" attached to the Form of Tender.

**Name of the person duly authorized to sign the Tender on behalf of the Tenderer:**


\*\*[insert complete name of person duly authorized to sign the Tender]

**Title of the person signing the Tender:** [insert complete title of the person signing

the Tender] Signature of the person named above: [insert signature of person whose

name and capacity are shown above]

**Date signed** [insert date of signing] day of [insert month], [insert year].

  
11/02/22