



ADDENDUM SET 1

22nd April 2025

To all Prospective bidders,

REF NO. KRA/HQS/RFP-035/2024-2025 – PROVISION OF CONSULTANCY SERVICES FOR EXECUTIVE STAFF RECRUITMENT FOR A PERIOD OF TWO (2) YEARS.

Kenya Revenue Authority wishes to inform prospective applicants of the following amendments/clarifications:

| NO. | Tender Document reference | ACTIVITY/QUERY | KRA RESPONSE |
|-----|---|--|---|
| 1. | Page 4. Request for Proposals notice no. 5 Page 26, ITC 22.1 no. 8 | Why request for a Professional Indemnity cover of 30 million for a tender worthy 20 million maximum? At what point do we secure the insurance / cover? After award of contract or before? | Prospective bidders are advised that this requirement has been revised to read as follows: A valid Professional Indemnity Insurance Cover with a minimum value of at least Kenya Shillings Twenty Million (Kshs. 20,000,000). |
| | | Kindly confirm whether the PI cover of KES 30,000,000.00 is the final requirement to be considered for the bid submission, or if it will be aligned with the contract value stated in Clause 39. | Prospective bidders are advised that the minimum value of the professional indemnity cover shall be Kenya Shillings Twenty Million (Kshs. 20,000,000). |
| 2. | Section 5 of Terms of Reference page 62 Clause no. 12b | The Terms of reference Section 12 (b) states that "This being an assignment whose service is to be rendered on a need basis, provide a fee estimate based on a percentage of annual gross pay of any position to be filled". | Prospective bidders are advised that this clause has been expunged from the bidding document. Bidders are further advised to provide indicative costs in the Financial Proposal submission forms. |
| | | It is not clear to us how we are to calculate the Capacity Building Levy since the percentage - based quote does not provide a benchmark figure on which to base the calculation of the levy. | Prospective bidders are advised that, since indicative costs are to be quoted, the Capacity Building Levy shall be calculated on the indicative cost exclusive of all applicable taxes. |
| 3. | | There are other equally good globally used assessments, are they acceptable or do you only want SHL assessments? | Prospective bidders are advised that Deployment of online assessments include but are not limited to: 1) SHL Occupational Personality Questionnaire (OPQ) Leadership, 2) SHL OPQ Emotional Intelligence 3) SHL Psychometric assessments or 4) Any other globally acceptable assessments in Leadership, Emotional Intelligence and Psychometrics |



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|---------------------------------|-----------------------------------|---|--|------------------|---------------------------|---------|--------------------------------|---------|---------------------------------|--------|-----------------------|---------|--|
| 4. | ITC 22.2 Page 27 Clause no. 1a | <p>1. Allocation of Marks based on experiences</p> <p>On the experiences, the range between 1,001 to 1,999 is missing, and the figures 3,000 and 6,000 are repeated in two different ranges, which have different marks allocation as shown in the table below.</p> <table><tr><th>Range</th><th>Marks allocation</th></tr><tr><td>6,000 employees and above</td><td>4 marks</td></tr><tr><td>Between 3,000 - 6000 employees</td><td>2 marks</td></tr><tr><td>Between 2,000 - 3,000 employees</td><td>1 mark</td></tr><tr><td>Below 1,000 employees</td><td>0 marks</td></tr></table> <p>We are of the view that the level for 2 marks should read 3,001 - 6000, while the one for 4 marks should read Above 6,000. The one with 1 mark should read 2,001 - 3,000. We do not have a suggestion for the missing range 1,001 - 2,000. Please check this table as it could create anomalies in allocation of marks.</p> | Range | Marks allocation | 6,000 employees and above | 4 marks | Between 3,000 - 6000 employees | 2 marks | Between 2,000 - 3,000 employees | 1 mark | Below 1,000 employees | 0 marks | <p>Prospective bidders are advised that this criterion has been amended as follows:</p> <p>Attach documentary evidence for the 3 clients in a large organization comparable to KRA in form of copies of LSO or relevant excerpts of the contracts from each of the clients listed above where you have successfully offered similar services. (4 marks each)</p> <ul style="list-style-type: none">• 6,001 employees and above – 4 marks• Between 3,001 – 6,000 employees – 2 marks• Between 2,001 – 3,000 employees – 1 mark• Between 1,001– 2,000 employees – 0.5 marks• Below 1,000 employees – 0 marks |
| Range | Marks allocation | | | | | | | | | | | | |
| 6,000 employees and above | 4 marks | | | | | | | | | | | | |
| Between 3,000 - 6000 employees | 2 marks | | | | | | | | | | | | |
| Between 2,000 - 3,000 employees | 1 mark | | | | | | | | | | | | |
| Below 1,000 employees | 0 marks | | | | | | | | | | | | |
| 5. | | <p>Costing Methodology</p> <p>Kindly clarify whether costing should be based on a percentage of gross annual pay per position, or if bidders should simply work within the overall contract ceiling of Kshs 20,000,000. If the former, would you kindly indicate the applicable gross annual pay figures to guide the percentage-based costing?</p> | <p>Prospective bidders are advised that their quotes should be based on the indicative unit rate per cadre as per Form Fin 2 (page 53) of the bidding document.</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,

Martha Wakio

For: Deputy Commissioner - Supply Chain Management