



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

ADDENDUM SET "1"

28th February 2025

To all Prospective bidders,

**REF: KRA/HQS/NCB-024/2024-2025- PROVISION OF ANNUAL
MAINTENANCE FOR DATA CENTRE FACILITY HVAC SYSTEM FOR A PERIOD
OF TWO (2) YEARS**

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

NO.	CLARIFICATION REQUEST	KRA RESPONSE/ ADDENDUM
1.	Kindly confirm if we can use NCA certification and licence instead of Accreditation with ICT Authority for provision of IT goods or services.	Bidders are advised that the mandatory requirement, page 29 of the tender document has been expunged and replaced with Amended Mandatory requirement hereby attached to this addendum as Annex 1 - Amended Preliminary/ Mandatory Evaluation Criteria.
2.	Vendor Evaluation Criteria	Bidders are advised that vendor evaluation criteria on page 30 of the tender document has been expunged and replaced with Amended Vendor Evaluation Criteria hereby attached to this addendum as Annex 2- Amended Vendor Evaluation Criteria.
3.	Bid Security Validity	Bidders are advised that the bid security should be valid for 365 days from the date of tender opening i.e. should be valid until 5th March 2026.

The Addendum/Clarification 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

ANNEX 1 - AMENDED PRELIMINARY/ MANDATORY EVALUATION CRITERIA

No	Evaluation criteria Description	Requirement
1.	Duly filled and signed Form of tender by the Tenderer in the format provided	MANDATORY
2.	Filled and signed Price schedule by the Tenderer in the format provided.	MANDATORY
3.	Copy of Certificate of Registration/Incorporation	MANDATORY
4.	Copy of a Valid Tax Compliance Certificate issued by the Kenya Revenue Authority (KRA)	MANDATORY
5.	Copy of a valid current business permit from the County Government where the business is domiciled.	MANDATORY
6.	An original hard copy or a digital tender security (<i>which MUST be verifiable in form of QR code or an online portal</i>) of Kes. 100,000.00 in a freely convertible currency valid for 365 days from the date of tender opening (i.e. valid until 5th March 2026.) The hard copy of the bid security MUST be dropped in the Tender Security Box located at Ground Floor, Times Tower Building and for a digital tender security MUST be attached and submitted with the technical proposal any day before the tender closing date.	MANDATORY
7.	Must submit a duly filled, signed and stamped Confidential Business Questionnaire in format provided – in the format provided.	MANDATORY
8.	Copy of CR12/ CR13 certificate, which must be dated within twelve months to the tender closing date.	MANDATORY
9.	Power of Attorney (<i>exempt for sole proprietors</i>)	MANDATORY
10.	Form SD 1- Duly filled, signed and stamped Self-Declaration that the Person/Tenderer is Not Debarred in the Matter of the Public Procurement and Asset Disposal Act 2015- in the format provided.	MANDATORY
11.	Form SD 2- Must complete a self-declaration that the bidder/person is not debarred in the matter of public procurement – in the format provided.	MANDATORY
12.	Duly filled, signed and stamped declaration and Commitment to the code of ethics- in the format provided.	MANDATORY
13.	Duly filled, signed and stamped Certificate of Independent Tender Determination Form in the format provided. (Bidders MUST check item number v; a OR b)	MANDATORY
14.	Letter from bank indicating that the firm has been operating an account. The letter must be dated within twelve (12) months to the tender closing date.	MANDATORY
15.	Copy of the Company's valid registration by National Construction Authority as a Mechanical Contractor Category NCA 7 and above.	MANDATORY
16.	Copy of the Company's valid annual practicing license from the National Construction Authority as a Mechanical Contractor Category NCA 7 and above	MANDATORY


28.2.2025

ANNEX 2 - AMENDED VENDOR EVALUATION CRITERIA

Item	Requirement	Maximum score	Cut off Score
1.	Key Personnel Competency Key Staff Competency Profiles (Attach CVs for two technical staff, accompanied by academic/professional certificates. Degree4 marks for each Diploma3 marks for each Certificate2marks for each None0 mark (4 marks for each key staff) Note: Should be degree/ Diploma/ Certificate in relevant field (Mechanical Engineering or equivalent).	8	
2.	Experience of the proposed key staff in (1) above; 0-1 year-1mks 1-2yrs-2mks 2-3yrs-3mks 3yrs and above -4mks	4	
3.	Proof of having carried out similar assignment in the last five (5) years indicating nature of services, contract value, name and contact person ie Annual Maintenance of data centre equipment/ HVAC from at least two (2) clients. Attach reference letters or completion certificate and their corresponding copy of contract/LSO. Evidence: To be awarded marks, provide copies: i) A copy of contract/LSO and Completion certificates /recommendation letter... 4 marks. ii) A completion certificates or recommendation letter... 2 marks iii) A copy of contract/LSO only 1 mark	8	
Total		20	12


 25.2.25