KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

ADDENDUM "SET 2"

1st MARCH, 2022.

To all Prospective bidders,

REF: TENDER NO.KRA/HQS/RFP -043 /2021-2022 – PROVISION OF INTEGRATED MARKETING AND COMMUNICATION SERVICES FOR A PERIOD OF TWO (2) YEARS

Kenya Revenue Authority wishes to inform prospective bidders of the following amendments highlighted below:

	Tender Instruction	KRA Responses
1.	On Overall Evaluation Criteria- on page 37 to 38 of the Tender Document.	• Prospective bidders are hereby advised that this requirement has been expunged and replaced with **Annex 1.** • Bidders are advised to use **Annex 1** when responding to the tender requirement
Note: **Prospective Bidders are hereby advised to align their Tender security to the tender opening date i.e 3rd March, 2022 to be valid upto and including 2nd March, 2023.**		

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
BM

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ADDENDUM SET 2 **ANNEX 1**

OVERALL EVALUATION CRITERIA

Criteria		Maximum Score / Requirement	Cut-Off Score
Tender Responsiveness		**Mandatory**	Met
Vendor Evaluation	**Lot 1**	**50**	40
	Lot 2	**45**	36
	Lot 3	**88**	66
Technical (Terms of Reference)	**Lot 1**	**30**	**24**
	Lot 2	**35**	**28**
	Lot 3	**30**	**24**
Financial Evaluation		The bid evaluation will take into account technical factors in addition to cost factors. The weight for financial evaluation is 20% while the weight for technical evaluation is 80%. Bidders must conform to the specific Technical Requirements	
Post Qualification Evaluation		KRA has an option to make site visits to the bidder's premises to ascertain its capability of delivering the service and/or seek for third party collaboration to the successful bidder's reference sites to confirm the authenticity of the sites and the scope of work done	

Overall RFP Technical evaluation

CRITERIA		MAXIMUM SCORE/REQUIREMENT
Tender Responsiveness		Mandatory
Vendor Evaluation	**Lot 1**	Maximum score is **50 Marks** and cut off score is **40Marks**
	Lot 2	Maximum score is **45 Marks** and cut off score is **36 Marks**
	Lot 3	Maximum score is **88 Marks** and cut off score is **66Marks (Total score to be pro-rated to 50 and Cut-off to 37.5)**
Responsiveness to Terms of Reference (Technical Evaluation)	**Lot 1**	Maximum score is **30 marks** and cut off score is **24 marks**
	Lot 2	Maximum score is **35 Marks** and cut off score is **28Marks**
	Lot 3	Maximum score is **30 Marks** and cut off score is **24Marks**
PITCH Evaluation	**Lot 1**	The pitching will carry a maximum score of 20 and a cut off score of 10 marks
	Lot 2	The pitching will carry a maximum score of 20 and a cut off score of 10 marks
	Lot 3	The pitching will carry a maximum score of 20 and a cut off score of 10 marks
Overall RFP Technical evaluation		The bid evaluation will take into account technical factors in addition to cost factors. The weight for financial evaluation is 20% while the weight for technical evaluation is 80%. Bidders must conform to the specific Technical Requirements.

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Financial Evaluation		The evaluation of the responsive bids will take into account technical factors, demonstration of system functionality by bidders in addition to financial factors. An Evaluated Bid Score (B) will be calculated for each responsive bid using the following formula, which permits a comprehensive assessment of the bid price and the technical merits of each bid: where: $B \equiv \frac{C_{low}}{C} X + \frac{T}{T_{high}}(1 - X)$ C = Evaluated Bid Price - as provided on the Financial Proposal Submission Form - Provision of Integrated Marketing and Communication Services for a period of two (2) years. C_{low} = the lowest of all Evaluated Bid Prices among responsive bids T = the total Technical Score awarded to the bid T_{high} = the Technical Score achieved by the bid that was scored highest among all responsive bids X = weight for the Price as specified in the BDS (i.e. 0.2) The bid with the highest Evaluated Bid Score (B) among responsive bids shall be termed the **Lowest Evaluated Bid and is eligible for Contract award**
Post Qualification Evaluation		KRA has an option to make site visits to the bidder's premises to ascertain its capability of delivering the service and/or seek for third party collaboration to the successful bidder's reference sites to confirm the authenticity of the sites and the scope of work done.

The bid evaluation will take into account technical factors in addition to cost factors. The weight for financial evaluation is 20% while the weight for technical evaluation is 80%. Bidders must conform to the specific Technical Requirements.

Financial Evaluation

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where: $B \equiv \frac{C_{low}}{C} X + \frac{T}{T_{high}}(1 - X)$

C = Evaluated Bid Price - as provided on the Financial Proposal Submission Form - Provision of Integrated Marketing and Communication Services for a period of two (2) years.

C_{low} = the lowest of all Evaluated Bid Prices among responsive bids

T = the total Technical Score awarded to the bid

T_{high} = the Technical Score achieved by the bid that was scored highest among all responsive bids

X = weight for the Price as specified in the BDS (i.e. 0.2)

The bid with the highest Evaluated Bid Score (B) among responsive bids shall be termed the Lowest Evaluated Bid and is eligible for Contract award_____

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The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals: *[Note to KRA: Allocation of points shall be within the range provided for each criteria and sub-criteria]*

Points

(i) Specify experience of the Consultant, as a firm, relevant to the Assignment
I [0 – 10]

(ii) Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):

(a) Technical approach and methodology *[insert points]*
(b) Work plan *[insert points]*
(c) Organization and staffing *[insert points]*

Total points for criterion (ii): *[20 – 50]*

[Notes to Consultant: The KRA will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skill mix; and the work plan has right input of Experts]

(iii) Key Experts' qualifications and competence for the Assignment:

{Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant}

(a) Position K-1: [Team Leader] [Insert points]
(b) Position K-2: [insert position title] [Insert points]
(c) Position K-3: [Insert position title] [Insert points]

Total points for criterion (iii): [30 – 60]

The number of points to be assigned to each of the above Key Experts positions shall be determined considering the following three sub-criteria and relevant percentage weights:

(1) General qualifications (general education, training, and experience): *[Insert weight between 10 and 30%]*

(2) Adequacy for the Assignment (relevant education, training, experience in the sector or similar assignments): *[Insert weight between 60 and 70%]*

(3) Relevant experience in the Kenya (working level fluency in the local language(s)/knowledge of local culture or administrative system, government organization, etc): *[Insert weight between 0 and 10%]*

Total weight: 100%

(4) Transfer of knowledge and training program (relevance of approach and methodology):

[Normally not to exceed 10 points]

When transfer of knowledge is a particularly important component of the assignment, more than 10 points may be allocated; the following sub-criteria may be provided]

(a) Relevance of training program [Insert points]
(b) Training approach and methodology [Insert points]
(c) Qualifications of experts and trainers [insert points]

1/03/2022.