



CLARIFICATION/ADDENDUM SET “2”

10<sup>th</sup> March 2026

To all Prospective Bidders

**REF NO. KRA/HQS/RFP-042/2025-2026: PROVISION OF  
INTERGRATED MARKETING COMMUNICATION AND PUBLIC  
RELATIONS SERVICES FOR A PERIOD OF TWO (2) YEARS**

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

| NO. | Tender Document reference                    | Tender requirement   | ACTIVITY/QUERY  | KRA RESPONSE   |
|-----|--|--|---|--|
| 1.  | Page 29<br>Mandatory documents<br>No. 08     | Valid corporate membership to PRSK and MSK for LOT I<br>Valid corporate membership to either PRSK or MSK for LOT II  | PRSK does not offer corporate membership, only to individuals. Kindly consider revising this requirement. | KRA wishes to clarify that the corporate membership with PRSK requirement <b>has been expunged.</b>  |
| 2.  | Page 29<br>Mandatory documents<br>No. 10     | Tenderers must duly fill, sign and stamp each of the following forms found under Section 3 in the format provided– Tendering Forms • Certificate of Independent Tender Determination (This should be checked 5a/5b whichever is applicable)                            | Amendment   | This requirement has been amended to read as follows:<br>Tenderers must duly fill, sign and stamp each of the following forms found under Section 3 in the format provided– Tendering Forms • Certificate of Independent Proposal Determination (Bidder <b>must</b> check 2a/2b whichever is applicable)                                 |
| 3.  | Page 30<br>Organizational Experience (LOT I) | Recommendation letters from Three (3) corporate clients to whom the bidder has offered similar or related services in the last ten (10) years. These shall be signed and stamped from each of the corporate clients -4 marks, (1 mark for each recommendation letter). | Amendment   | This requirement has been amended to read as follows:<br>Recommendation letters from <b>Four (4)</b> corporate clients to whom the bidder has offered similar or related services in the last ten (10) years. The recommendation letters should be signed and stamped by the clients - 4 marks, (1 mark for each recommendation letter). |



ISO 9001:2015 CERTIFIED

|    |                           |                                      |  |  |
|----|---------------------------|--------------------------------------|--|--|
| 4. | Page 33:<br>Cut Off Score | Cut Off score before<br>pitch: 63/70 | Amendment  | The cut-off score before<br>pitch has been amended to<br><b>64/70</b>  |
| 5. | Page 29, ITC<br>22.1      | Tender Security                      | Kindly provide a<br>format for the Tender<br>Security as required<br>in the Tender<br>document. This has<br>not been provided in<br>the tender document. | The Tender Security<br>format for either Bank<br>Guarantee or Insurance<br>Guarantee has been herein<br>provided as <b>Annex III</b> |

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**

**ANNEX III: FORMATS FOR TENDER SECURITY**

**FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]**

**Beneficiary:** \_\_\_\_\_

**Request for Tenders No:**

\_\_\_\_\_  
**Date:** \_\_\_\_\_

**TENDER GUARANTEE No.:** \_\_\_\_\_

**Guarantor:** \_\_\_\_\_

1. We have been informed that \_\_\_\_\_ (herein after called "the Applicant") has submitted or will submit to the Beneficiary its Tender (herein after called " the Tender") for the execution of \_\_\_\_\_ under Request for Tenders No. ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of (\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
  - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
  - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
*[signature(s)]*

**Note: All italicized text is for use in preparing this form and shall be deleted from the final product.**

**FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]**

**TENDER GUARANTEE No.:** \_\_\_\_\_

1. Whereas ..... [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated ..... [*Date of submission of tender*] for the ..... [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of \_\_\_ under Request for Tenders No. \_\_\_\_\_ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE ..... of ..... [**Name of Insurance Company**] having our registered office at ..... (hereinafter called “the Guarantor”), are bound unto ..... [*Name of Procuring Entity*] (hereinafter called “the Procuring Entity”) in the sum of ..... (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this \_\_\_ day of \_\_\_\_\_ 20 \_\_\_.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
  - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
  - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
\_\_\_\_\_  
*[Date ]* *[Signature of the Guarantor]*

\_\_\_\_\_  
\_\_\_\_\_  
*[Witness]* *[Seal]*

***Note: All italicized text is for use in preparing this form and shall be deleted from the final product.***