

16<sup>th</sup> September, 2024

**RE: CLARIFICATION/ADDENDUM “SET 3”**
**KRA/HQS/NCB-002/2024 -2025: PROVISION OF SAFETY SERVICES (GUARDING, LEASE OF SECURITY EQUIPMENT AND ALARM BACKUP SERVICES) FOR A PERIOD OF THREE (3) YEARS**

Kenya Revenue Authority wishes to inform prospective bidders of the clarifications and amendments for the above tender as detailed below.

S/No	Lot	Query	Response
1	<b>LOT 1 MANDATORY REQUIREMENT</b>	<p>We have noted that the turnover requirement in the tender document for <b>TENDER NO. KRA/HQS/NCB-002/2024-2025</b> has been set at a minimum of KES 900 million. We believe this threshold may be discriminatory and potentially tailored to favour a particular bidder.</p> <p>While we acknowledge that turnovers are important in assessing a company's creditworthiness, they should be considered alongside other financial and qualitative metrics such as profitability, cash flow, liquidity, debt levels, and prevailing market conditions.</p>	<p>The Authority is seeking bidders with robust financial capacity based on the nature of the contract. They should be able to absorb the payment shocks caused by overdue payments of not less than 90 days. Prospective bidders are therefore advised that this criterion remains unchanged</p>
2	<b>LOT 1 VENDOR REQUIREMENTS</b>		<p>Prospective bidders are advised that the vendor requirements for Lot 1 in pages 34 to 35 of the tender document have been expunged and replaced with <b>LOT 1: VENDOR EVALUATION-AMENDED</b></p>

The clarification/addendum forms 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.


**Martha Wakio**
**FOR: DEPUTY COMMISSIONER - SUPPLY CHAIN MANAGEMENT**

**16<sup>th</sup> September 2024**
**LOT 1: VENDOR REQUIREMENTS AMENDED**

DESCRIPTION	MAXIMUM SCORE	CUT OFF
<b>COMPANY PROFILE</b> Suitability of Service Provider i) Organization chart/structure - <b>(1 mark)</b> ii) A copy of firm's human resource policy – <b>(2 mark)</b> iii) ISO certification - <b>(2 mark)</b>	5	4
<b>Managerial and Key Personnel</b> Qualification of Key Staff o Chief Operations Officer. o Finance i) <b>Human Resource chief Operations Officer (COO) should have qualification in security and safety related qualification with ten (10) years of experience – Attach CV accompanied by academic/professional certificates;</b> o Degree in security and safety or related qualification and 10 years' experience (5 marks) o Degree in security and safety or related qualification and 5-9 years experience (3 marks) o Diploma in security and safety or related qualification and 10 years' experience (4 marks) o Diploma in security and safety or related qualification and 5-9 years' experience (2 marks) ii) <b>Finance Manager- should have a finance related qualification</b> o Degree in Finance, accounting or related qualification and 10 years' experience (5 marks) o Degree in Finance, accounting or related qualification and 5-9 years experience (3 marks) o Diploma in Finance, accounting or related qualification and 10 years' experience (4 marks) o Diploma in Finance, accounting or related qualification and 5-9 years' experience (2 marks) iii) <b>Human Resource Manager should have human resource related qualifications</b> o Degree in human resource or related qualification and 10 years' experience (5 marks), o Degree in human resource or related qualification and 5-9 years experience (3 marks), o Diploma in human resource or related qualification and 10 years' experience (4 marks), o Diploma in human resource or related qualification and 5-9 years' experience (2 marks)	15	12
<b>Equipment</b> • Provide list of equipment and other related resources to be dedicated to the assignment as follows; i) Motor vehicles – 18 Motor vehicles - provide copies of logbooks (either company owned or leased) ii) Motor cycles – 18 motor cycles - provide copies of logbooks (either company owned or leased) • Eighteen (18) and above motor vehicles and motor cycles – 10 marks • Between 10 and seventeen (17) and above motor vehicles and motor cycles – 8 marks iii) Radio communication equipment at least 150 pieces – provide a list of serial numbers o 150 pieces and above ( 5marks) o 120 pcs – 149 (4 marks)	15	12
<b>FIRM EXPERIENCE</b> i) Operations/existence for at least 10 years of Continuous Years of Service required – <b>(Over 10 Yrs -3mark, between 5 and 9 yrs - 2 Marks, less than 5 years – 1 mark)</b> ii) Provide <b>three (3)</b> contracts of at least Kshs 200M contract sum each executed in the last 7 years (between 2017- 2023) Provide evidence by attaching recommendation letters and Local service order: • Copies of recommendation letters with value of the contract and corresponding Contract or Local Service Order for each assignment ( <b>4 marks each contract.</b> ), copies of recommendation letters with only the value of the contract - ( <b>2 marks each contract</b> )	15	12
<b>TOTAL</b>	<b>50</b>	<b>40</b>