



3rd June, 2024

RE: ADDENDUM/CLARIFICATION “SET 3”

**KRA/HQS/NCB-073/2023 -2024: PROVISION OF MAINTENANCE
AND SERVICING OF GENERATORS COUNTRYWIDE FOR A PERIOD
OF TWO (2) YEARS.**

Kenya Revenue Authority wishes to inform prospective bidders of the following changes for the above reference tender.

S/No	REQUIREMENTS	AMENDMENTS												
1.	Form of Tender	Bidders are advised that the Form of Tender in the tender document has been expunged and replaced with FORM OF TENDER - REVISED Bidders are required to use the amended price schedule in responding to this tender.												
2.	Site Visit	Bidders are advised that site visit is mandatory for the lot/lots that the bidder shall bid for. For those who might have missed the site visits, they can visit as per the scheduled below; <table border="1"><thead><tr><th>Station</th><th>Time</th></tr></thead><tbody><tr><td>Nairobi - Times Tower</td><td>6th June 2024 at 11:00am</td></tr><tr><td>Mombasa – Custom House</td><td>6th June 2024 at 11:00am</td></tr><tr><td>Eldoret- Kiptagich House</td><td>6th June 2024 at 11:00am</td></tr><tr><td>Kisumu- Lake Basin Mall</td><td>6th June 2024 at 11:00am</td></tr><tr><td>Embu- Mugo house</td><td>6th June 2024 at 11:00am</td></tr></tbody></table>	Station	Time	Nairobi - Times Tower	6 th June 2024 at 11:00am	Mombasa – Custom House	6 th June 2024 at 11:00am	Eldoret- Kiptagich House	6 th June 2024 at 11:00am	Kisumu- Lake Basin Mall	6 th June 2024 at 11:00am	Embu- Mugo house	6 th June 2024 at 11:00am
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3.	Tender Closing Date/Time	The tender closing/opening date has been extended to 11TH JUNE 2024 AT 11.00AM												

NB: bidders are advised to align their tender security to the new tender closing/opening date. ie to be valid till 10th June 2025

The addendum/Clarification forms part of the bidding document and is binding to the bidder. All other terms and conditions of the tender remains the same. You are therefore required to immediately acknowledge the receipt of this addendum.

Bernard Mukundi

For: Deputy Commissioner - Supply Chain Management

R/N

FORM OF TENDER - REVISED

1. FORM OF TENDER

INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign and TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE, CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER, all attached to this Form of Tender.*
- (iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
 - a) *Tenderer's Eligibility-Confidential Business Questionnaire*
 - a) *Certificate of Independent Tender Determination*
 - c) *Self-Declaration of the Tenderer.*

Date of this Tender submission: *[insert date (as day, month and year) of Tender submission]* **ITT No.:***[insert number of ITT process]*

Alternative No.: *[insert identification No if this is a Tender for an alternative]*

To: *[insert complete name of Kenya Revenue Authority]*

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT 9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Kenya Revenue Authority based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT 4.7;
- d) **Conformity:** We offer to provide the Maintenance services in conformity with the tendering document of the following: *[insert a brief description of the Maintenance services];*
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is: *[Insert one of the options below as appropriate]*

LOT I- MAINTENANCE AND SERVICING OF GENERATORS COUNTRYWIDE FOR A PERIOD OF TWO (2) YEARS FOR NAIROBI REGION AT A TOTAL COST OF KENYA SHILLINGS:

(IN FIGURES).....

(IN WORDS).....



.....
**LOT II- MAINTENANCE AND SERVICING OF GENERATORS COUNTRYWIDE FOR
A PERIOD OF TWO (2) YEARS FOR SOUTHERN REGION AT A TOTAL COST OF
KENYA SHILLINGS:**

(IN FIGURES).....

(IN WORDS).....
.....

**LOT III- MAINTENANCE AND SERVICING OF GENERATORS COUNTRYWIDE FOR
A PERIOD OF TWO (2) YEARS FOR NORTH RIFT REGION AT A TOTAL COST OF
KENYA SHILLINGS:**

(IN FIGURES).....

(IN WORDS).....
.....

**LOT IV- MAINTENANCE AND SERVICING OF GENERATORS COUNTRYWIDE FOR
A PERIOD OF TWO (2) YEARS FOR NORTHERN REGION AT A TOTAL COST OF
KENYA SHILLINGS:**

(IN FIGURES).....

(IN WORDS).....
.....

**LOT V- MAINTENANCE AND SERVICING OF GENERATORS COUNTRYWIDE FOR
A PERIOD OF TWO (2) YEARS FOR WESTERN REGION AT A TOTAL COST OF
KENYA SHILLINGS:**

(IN FIGURES).....

(IN WORDS).....
.....

**LOT VI- MAINTENANCE AND SERVICING OF GENERATORS COUNTRYWIDE FOR
A PERIOD OF TWO (2) YEARS FOR SOUTH RIFT REGION AT A TOTAL COST OF
KENYA SHILLINGS:**

(IN FIGURES).....

(IN WORDS).....
.....

- **FURTHER PROVISION OF GENERATORS SPARE PARTS & ATS COMPONENTS ON A NEED BASIS AT INDICATED UNIT COST UP TO A MAXIMUM SPEND OF 5 MILLION PER REGION.**

- f) **Discounts:** The discounts offered and the methodology for their application are:
- The discounts offered are: *[Specify in detail each discount offered.]*
 - The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 19.1 (as **335 days**) from the date fixed for the Tender submission deadline (specified in TDS 23.1 (as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- h) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- i) **One Tender Per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 14;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution]/[We are a state-owned enterprise or institution but meet the requirements of ITT 4.6];*
- l) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

- m) *[Delete if not appropriate, or amend to suit]* We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.
- n) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- o) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive; and
- p) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- g) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya, copy available from www.pppra.go.ke during the procurement process and the execution of any resulting contract.

h) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.

i) We, the Tenderer, have fully completed and signed the following Forms as part of our Tender:

i) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.

ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.

iii) Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.

iv) Declaration and commitment to the code of ethics for Persons Participating in Public Procurement and Asset Disposal Activities in Kenya. Further, we confirm that we have read and understood the full content and scope of fraud and corruption as in formed in “**Appendix1-Fraud and Corruption**” attached to the Form of Tender.

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ***[insert complete name of person duly authorized to sign the Tender]*

Title of the person signing the Tender: *[insert complete title of the person signing the Tender]* **Signature of**

the person named above: *[insert signature of person whose name and capacity are shown above]* **Date**

signed *[insert date of signing]* **day of** *[insert month]*, *[insert year]*.

