



CLARIFICATION/ADDENDUM "SET 2"

22<sup>nd</sup> June, 2021

**RE: TENDER NO. KRA/HQS/NCB-64/2020-2021: FRAMEWORK AGREEMENT FOR SUPPLY AND DELIVERY OF STANDARD LAPTOPS FOR A PERIOD OF THREE (3) YEARS**

Kenya Revenue Authority wishes to inform prospective bidders of the clarifications highlighted below for the above tender.

Clarifications/Addendum		
S/No	Query	Clarification
1.	In reference to the above tender, kindly advise on the Price schedule forms on page 43 of the bid document, being a framework agreement, are the two price schedules to be maintained as immediate purchase quantity and framework agreement schedule with 2,000 pcs and quantities or we give a unit price for 1 for as and when required basis, and also on the eProcurement portal the quantity is put as 1.	<p><i>Prospective bidders are advised to use the revised price schedule herein attached and marked as <b>Annex 4</b>.</i></p> <p><i>Award shall be to seven (7) bidders ranked from the lowest evaluated price "through call-offs order when necessary" starting from the lowest evaluated price.</i></p> <p><i>The quantity given as one (1) in published RFX is for purposes of bid submission. Bidders are required to use the quantities provided in the revised price schedule marked <b>Annex 4</b>.</i></p>
2.	Given the price schedules on page 43 and the below query, do we disregard price schedules from page 44 to page 48?	<p><i>The applicable Price schedule shall be the revised price schedule marked as <b>Annex 4</b>. Bidders to disregard the price schedules in pages <b>43 to 48</b>.</i></p>
3.		<p><i>Bidders are informed that the form of tender in pages 29-33 has been expunged and replaced with amended form of tender herein attached and marked as <b>Annex 5</b></i></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.

Regards,

**Rhodah Nzovila**

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

R/N



**Price Schedule Forms**

The tenderer shall fill in these Price Schedule Forms in accordance with the instructions indicated.

**LOT 1: Year One (1) requirements**

<b>SUPPLY AND DELIVERY OF STANDARD LAPTOPS</b>					
No.	Description	Unit	Quantity	Unit Cost (Kshs)	Total Price inclusive of VAT (Kshs)
	Supply and Delivery of Standard Laptops (Small Size) 14" -14.5'	PCS	1200Pcs		
Grand Total to be (Moved to form of tender)					

**NB: Year one (1) requirements shall be delivered on a staggered basis of 300 pieces, 500 pieces and 400 pieces respectively.**

**LOT 2: Year Two (2) requirements**

<b>SUPPLY AND DELIVERY OF STANDARD LAPTOPS</b>					
No.	Description	Unit	Quantity	Unit Cost (Kshs)	Total Price inclusive of VAT (Kshs)
	Supply and Delivery of Standard Laptops (Small Size) 14" -14.5'	PCS	650Pcs		
Grand Total to be (Moved to form of tender)					

**LOT 3: Year Three (3) requirements**

<b>SUPPLY AND DELIVERY OF STANDARD LAPTOPS</b>					
No.	Description	Unit	Quantity	Unit Cost (Kshs)	Total Price inclusive of VAT (Kshs)
	Supply and Delivery of Standard Laptops (Small Size) 14" -14.5'	PCS	150Pcs		
Grand Total to be (Moved to form of tender)					

**Bidders Signature.....Date.....**

**Stamp.....**





**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 CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER attached to this Form of Tender.*

**Date of this Tender submission:**..... *[insert date of tender submission]*

**Tender Name**.....

**and Identification:**.....

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

**TO: KENYA REVENUE AUTHORITY**

- a) **No reservations:** We have examined and have no reservations to the Tendering document, including Addenda issued in accordance with Instructions to tenderers (ITT 7);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3;
- c) **Tender/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration.  
or  
Proposal-Securing Declaration in Kenya in accordance with ITT 3.6;
- d) **Conformity:** We offer to supply in conformity with the Tendering document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: *[insert a brief description of the Goods and Related Services]*;
- e) **Tender Price:** The total price of our Tender shall be:

**Lot 1: Year one (1) Supply and delivery of Standard Laptops (1200 Pcs)** .....

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**Lot 2: Year two (2) Supply and delivery of Standard Laptops (650Pcs)**

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.....

**Lot 3: Year three (3) Supply and delivery of Standard Laptops (150 Pcs)**

.....

.....

*total price of the Tender in words and figures, indicating the various amounts and the respective currencies*

or

- f) methodology for their application are:
- i) The discounts offered are: *[Specify in detail each discount offered.]*
  - ii) The exact method of calculations to determine the net price after application of discounts are 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 17.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 21.1 (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 3.9, other than alternative Tenders submitted in accordance with ITT 12;
- 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 Procuring Entity. Further, we are not ineligible under the Kenya laws or 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 3.7];*
- l) **Commissions, gratuities, 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) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **Procuring Entity Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive; and
- o) **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.

- (p) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from \_\_\_\_\_ (*specify website*) during the procurement process and the execution of any resulting contract.
- (q) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent tender Determination” attached below.
- (r) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
- a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
  - b) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
  - c) Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - d) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in

“**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

**Name of the tenderer:** \*[insert complete name of the tenderer]

**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]

\*: In the case of the Tender submitted by a Joint Venture specify the name of the Joint Venture as tenderer.

\*\* : Person signing the Tender shall have the power of attorney given by the tenderer. The power of attorney shall be attached with the Tender Schedules.



