

**CLARIFICATION / ADDENDUM "SET 2"**

**6<sup>th</sup> July, 2021.**

To all Prospective bidders,

**REF: TENDER NO.KRA/HQS/RFP -068 /2020-2021 – PROVISION OF INVESTMENT MANAGEMENT SERVICES TO KRA STAFF PENSION SCHEME.**

Kenya Revenue Authority wishes to inform prospective bidders of the clarifications / addendum highlighted below:

**No. Tender Instruction**

1.

On FORM FIN 2 :SUMMARY OF COSTS on page 44

The table below:

No	Description of Service	Frequency	Amount Fees (in Figures) Inclusive of VAT-KES	Amount Fees (in % Form) Inclusive of VAT
1.	Provision of Investment Management Services Fees			
Grand Total (To be moved to form of Tender)				

**KRA Responses**

The requirement of FORM FIN 2: Summary of Costs is part of the tender document on page 44.

**This has been amended to read – as follows and grand total cost should be moved to the Form Fin 1: Financial Submission Form on page 43;**

No.	Description of Service	Frequency	Amount Fees (in Figures) Inclusive of VAT-KES	Amount Fees (in % Form) Inclusive of VAT
1.	Provision of Investment Management Services Fees			
Grand Total (To be moved to Form Fin-1 : Financial Proposal Submission Form)				



**KENYA REVENUE  
AUTHORITY**

ISO 9001:2015 CERTIFIED

<b>No.</b>	<b>Tender Instruction</b>	<b>KRA Responses</b>
2.	On page 18 under mandatory criteria, we are required to provide a duly filled, signed and stamped Form of Tender. We have however not been provided with the template for the Form of Tender.	Bidder's are advised to note the Form of tender is replaced with the Financial proposal submission form on page 43
KRA/HQS/RFP-068/2020-2021: Provision of Consultancy Services for Investment Management Services to KRA Staff Pension Scheme	<b>PREVIOUS TENDER CLOSING DATE</b>	<b>NEW TENDER CLOSING DATE</b>
<b>Note:</b> Prospective bidders are hereby advised to align their Tender Security to the new tender opening date i.e <b>9<sup>th</sup> July, 2021</b> to be valid up to and including <b>8<sup>th</sup> July, 2022</b> .	6 <sup>th</sup> July, 2021 at 11.00 am Times Tower	9 <sup>th</sup> July, 2021 at 11.00 am Times Tower

The clarification / 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**

<sup>BM</sup>

**FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM**

.....{Location, Date}  
To: .....[Name and address of KRA]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for **Provision of Investment management services for KRA Pension Scheme** in accordance with your Request for Proposal dated.....  
[Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of.....{Indicate the corresponding to the amount currency} {Insert amounts in words and figures}, including of all taxes in accordance with ITC24.2 in the Data Sheet. The estimated amount of local taxes is.....{Insert currency} {Insert amount in words and figures}.  
{Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of time specified in the ITC12.1 Datasheet.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address, Amount and Purpose of Commission of Agents, Currency or Gratuity

{If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution."}

We understand you are not bound to accept any Proposal you receive. We remain,  
Yours sincerely,

Signature..... (of Consultant's authorized representative) {In full and initials}: Full name: .....  
{insert full name of authorized representative} Title: .....{insert title/position of authorized representative}  
Name of Consultant..... (company's name or JV's name): Capacity: .....{insert the person's capacity to sign for the Consultant} Physical Address: .....{insert the authorized representative's address}  
Phone: .....{insert the authorized representative's phone and fax number, if applicable} Email: .....  
.....{insert the authorized representative's email address}

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}



## **SECTION 4. FINANCIAL PROPOSAL - STANDARD FORMS**

*{Notes to Consultant shown in brackets {...} provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}*

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FIN-4 Reimbursable expenses