



ADDENDUM "SET 2"

25TH FEBRUARY, 2022.

To all Prospective bidders,

REF: TENDER NO.KRA/HQS/NCB -042 /2021-2022 – SUPPLY AND DELIVERY OF STANDARD LAPTOPS FOR A PERIOD OF TWO (2) YEARS.

Kenya Revenue Authority wishes to inform prospective bidders of the following amendments highlighted below:

	Tender Instruction	KRA Responses
1.	On Evaluation Criteria of Technical Aspects of the Tender. Vendor & Technical Evaluation criteria on page 23 of the Tender Document.	<ul style="list-style-type: none">• Prospective bidders are hereby advised that this requirement has been expunged and replaced with Annex 1.• Bidders are advised to use Annex 1 when responding to the tender requirement.
2.	On Overall Tender Evaluation Criteria- on page 24 of the Tender Document.	<ul style="list-style-type: none">• Prospective bidders are hereby advised that this requirement has been expunged and replaced with Annex 2.• Bidders are advised to use Annex 2 when responding to the tender requirement
3.	On Form of Tender on page 29 of the Tender Document.	<ul style="list-style-type: none">• Prospective bidders are hereby advised that this requirement has been expunged and replaced with Annex 3.• Bidders are advised to use Annex 3 when responding to the tender requirement.
4.	On Detailed Technical Specification for Standard Laptops on page 58 of the Tender Document.	<ul style="list-style-type: none">• Prospective bidders are hereby advised that this requirement has been expunged and replaced with Annex 4.• Bidders are advised to use Annex 4 when responding to the tender requirement.

Note:

Prospective Bidders are hereby advised to align their Tender security to the tender opening date i.e 4th March, 2022 to be valid upto and including 3rd March, 2023.

The 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

BM




Vendor & Technical Evaluation Criteria, on page 24 of the Tender Document:

The following criteria will be used in the evaluation of all potential suppliers.

The documents submitted will be evaluated for suitability and awarded scores to a maximum of 20 marks. The cut off score shall be 12 out of 20..

No.	Description	Max Score	Cut off Score
1.	<p>Managerial and Key Personnel Competency Profiles CVs including relevant technical experience for at least two (2) relevant key staff in relation to procurement items as required in the schedule of requirements.</p> <p>The CVs must be accompanied with copies of academic certificate</p> <p>Academic qualification in the (field of Computer Science, Electrical & Electronic Engineering or other ICT related field) Degree2 marks Diploma.....1mark</p> <p>Relevant technical experience Over 5 years' experience 3 marks 3-5years' experience2 marks 1-2 years' experience..... 1 mark</p>	10	
2.	<p>Experience/Reputation – Laptop/ Computers or ICT Related Items. Proof of satisfactory service for contracts of similar goods executed within the last ten (10) years. Submit recommendation letters from at least two (2) clients accompanied by either an order or a signed contract document.</p> <p>Lot 1- Women i) Contract Value of 10 Million & Above2 marks From 5 to 10 Million....1 mark ii) Similar Nature of the contract (Supply of Laptops/computers or ICT related items) 3 marks. iii) None ICT Related supplies and below 5 Million....0 mark.</p> <p>Lot 2 -Open i) Contract Value of 20 Million & Above2 marks From 10 to 20 Million....1 mark ii) Similar Nature of the contract (Supply of Laptops/computers or ICT related items) 3 marks. iii) None ICT Related supplies and below 10 Million....0 mark</p> <p><i>Reference letter should have full contacts; postal address, telephone and email address copies of signed local service orders or signed contract document).</i></p>	10	
	Total Score	20	15


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KENYA REVENUE AUTHORITY

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ANNEX “ 2”

(c) Overall Tender Evaluation Criteria on page 24

The tender evaluation criteria is weighted as follows; -

Criteria	Maximum Score/Requirement	Cut Off Mark
Tender Responsiveness	Mandatory	Requirement
Vendor Evaluation	20	15
Technical Specifications	Pass/Fail	Met
Financial Evaluation	Prospective bidders are hereby advised that the Tender will be awarded on Lot basis and where the evaluated bidder is the lowest on the two (2) Lots. The award shall be granted for only one (1) Lot based on the Lot that will be considered the most advantageous to the Authority.	
Award	Award shall be granted to the lowest bidder per Lot	


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REVISED 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 (as day, month

and year) of Tender submission] **Tender Name**

and Identification:.....[insert identification]

Alternative No.:.....[insert identification No if this

is a Tender for an alternative]

To:.....[insert complete name of Procuring Entity]

- 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: [*Supply and Delivery of Standard Laptops for a period of two (2) years*];
- e) **Tender Price:** The total price of our Tender, excluding any discounts offered in item (f) below is:

LOT 1: (Total cost inclusive of Taxes in words and figures)

.....
.....

Provide for additional supply of laptops at the indicated cost on a need basis subject to availability of funds up to a maximum spent of Kshs 25,000,000.00 for a period of two (2) years

Lot 11: (Total cost inclusive of Taxes in words and figures)

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.....
.....
.....
Provide for additional supply of laptops at the indicated cost on a need basis subject to availability of funds up to a maximum spent of Kshs 25,000,000.00 for a period of two (2) years.

Option 2, in case of multiple lots: (a) Total price of each lot [*insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies*]; and (b) Total price of all lots (sum of all lots) [*insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies*];

- f) **Discounts:** The discounts offered and the 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 **(335 days)** 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



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(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



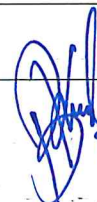
Detailed Technical Specifications and Standards

INSTRUCTION TO BIDDERS:

1. KRA intends to procure Laptops which have been customized for KRA use as stated in the technical requirements.
2. Bidders are required to quote for Genuine Products which are brand new, internationally recognized and mature brands.
3. Bidders **MUST** attach Manufacturer data sheets for the product they propose to supply.
4. Bidders are required to append official company stamp and authorized signature on any attached technical data sheets.
5. Bidders **MUST** provide substantive responses **FOR ALL THE FEATURES** in the minimum technical specifications irrespective of any attached technical documents. Use of the words such **YES, COMPLIANT, NO, TICK, BLANK SPACES** etc will be considered non-responsive and shall lead to bidder's disqualification.

TABLE 1: LOT I: STANDARD LAPTOPS 14'' -14.5'' TECHNICAL SPECIFICATIONS

	Features	Minimum Requirements	Bidder's Response
1.	Brand and model	Internationally recognized mature brand. Proposed product MUST be brand new Specify Brand and Model Bidders must attach Manufacturer's data sheet/ brochure for the proposed brand & model and highlight the features as responded to.	
2.	Manufacturer Authorization	Bidder must attach manufacturers' Authorization letter <i>addressed to KRA</i>	
3.	Processor	At least 10 th Generation Intel Core i7 or higher	
4.	Processor Speed	Processor base frequency of 1.8 GHz or Higher with Turbo boosts technology.	
5.	L3 Cache	6 MB Smart Cache or Higher	
6.	Memory	8 GB DDR4 or higher	
7.	Internal storage	512GB SSD or higher	
8.	Connectivity	Integrated 10/100/1000 Gigabit NIC, Bluetooth, 802.3 a/b/g/n WLAN Card.	
9.	Display	Screen size; Minimum 14.0'' Maximum 14.5'' LED backlit display with antiglare resolution 1280*700 or better	
10.	Graphics	Intel HD Graphics 620/ Intel UHD Graphics Intel® Iris® or better.	


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11.	Portability	The proposed Laptop must be slim and portable.	
12.	Ports and Connectors	Minimum two (2) USB 3.0 ports, 1 HDMI, stereo microphone in, stereo headphone out. <i>RJ-45 connector MUST be integrated</i>	
13.	Pointing Devices	Touch pad and an external wireless optical Mouse	
14.	In built Camera	720p HD Camera / HD IR camera/Vision HD camera or better	
15.	Speakers	In built stereo speakers	
16.	Operating System	Free DOS or Windows 10 without License (KRA has Microsoft Enterprise Agreement)	
17.	Security	-Finger-Print Scanner -Supports Data encryption	
18.	Battery	6 Hours battery life or better	
19.	Input Power	220-240V AC,50 HZ	
20.	Portability	Carrying bag (Same size and brand as the laptop)	
21.	Warranty	1 year manufacturers' LOCAL WARRANTY NOTE <i>All serial numbers of the supplied products will be subjected to verifications from the manufacturer</i>	



TABLE II: LOT II: STANDARD LAPTOPS 14'' -14.5'' TECHNICAL SPECIFICATIONS

	Features	Minimum Requirements	Bidder's Response
22.	Brand and model	Internationally recognized mature brand. Proposed product MUST be brand new Specify Brand and Model Bidders must attach Manufacturer's data sheet/ brochure for the proposed brand & model and highlight the features as responded to.	
23.	Manufacturer Authorization	Bidder must attach manufacturers' Authorization letter <i>addressed to KRA</i>	
24.	Processor	At least 10 th Generation Intel Core i7 or higher	
25.	Processor Speed	Processor base frequency of 1.8 GHz or Higher with Turbo boosts technology.	
26.	L3 Cache	6 MB Smart Cache or Higher	
27.	Memory	8 GB DDR4 or higher	
28.	Internal storage	512GB SSD or higher	
29.	Connectivity	Integrated 10/100/1000 Gigabit NIC, Bluetooth, 802.3 a/b/g/n WLAN Card.	
30.	Display	Screen size; Minimum 14.0'' Maximum 14.5'' LED backlit display with antiglare resolution 1280*700 or better	
31.	Graphics	Intel HD Graphics 620/ Intel UHD Graphics Intel® Iris® or better.	
32.	Portability	The proposed Laptop must be slim and portable.	
33.	Ports and Connectors	Minimum two (2) USB 3.0 ports, 1 HDMI, stereo microphone in, stereo headphone out. RJ-45 connector MUST be integrated	
34.	Pointing Devices	Touch pad and an external wireless optical Mouse	
35.	In built Camera	720p HD Camera / HD IR camera/Vision HD camera or better	
36.	Speakers	In built stereo speakers	
37.	Operating System	Free DOS or Windows 10 without License (KRA has Microsoft Enterprise Agreement)	
38.	Security	-Finger-Print Scanner -Supports Data encryption	
39.	Battery	6 Hours battery life or better	
40.	Input Power	220-240V AC,50 HZ	

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41.	Portability	Carrying bag (Same size and brand as the laptop)	
42.	Warranty	1 year manufacturers' LOCAL WARRANTY NOTE <i>All serial numbers of the supplied products will be subjected to verifications from the manufacturer</i>	


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