



KENYA RURAL ROADS AUTHORITY

Connecting Devolved Kenya

LONG ADVERTISEMENT -TENDER NOTICE

(ADDENDUM NO. 1)

REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF CONSULTANCY SERVICES FOR:

- 1) REVIEWING THE DESIGN AND IMPLEMENTATION OF THE AUTHORITY'S INFORMATION SYSTEM OF TENDER NUMBER: KeRRA/08/40/34/2021-2022
- 2) GOVERNANCE AUDIT SERVICES OF TENDER NUMBER: KeRRA/08/40/35/2021-2022
- 3) SUPPORT, MAINTENANCE, UPGRADE AND TRAINING OF TEAMMATE AUDIT MANAGEMENT OF TENDER NUMBER: KeRRA/08/40/36/2021-2022

Reference is made to the tender Notice that appeared in the Authority's website and the Local Dailies dated 6th December 2021.

Interested Bidders are requested to note the following;

That the Authority received requests for clarifications from various bidders as shown below.

- 1) *The following amendments have been made on the RFP Document for tender No. KeRRA/08/40/35/2021-2022. The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals:*

The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals:

S/NO.	DESCRIPTION	POINTS
(i)	Specific experience of the Consultant, as a firm, relevant to the assignment	15
(ii)	Adequacy and quality of the proposed methodology and work plan in responding to the Terms of Reference (TOR):	
	Comments on Terms of Reference (TOR)	2
	Technical approach and methodology	15
	Workplan	3
	Organization and Staffing	5
	Total points for criteria (i) and (ii)	40

Notes to Consultant: The Procuring Entity will assess whether the proposed methodology is clear, responds to the TOR, Workplan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the Workplan has right input of Experts.

(iii) **Key Experts' qualifications and competence for the assignment: (Notes to Consultant: Each position number corresponds to the same for the Key Experts in Forms TECH-6A and TECH-6B to be prepared by the Consultant)**

	Position K-1: Team Leader	40
	Position K-2: Governance Auditor	20
	Total points for criterion (iii)	60
	GRAND TOTAL	<u>100</u>

The number of points to be assigned to each of the above Key Experts positions shall be determined considering the following three sub-criteria and relevant percentage weights:

S/NO.	STAFF	POINTS
1.	Position K-1: Team Leader	40.0
	Qualification-Masters	6.0
	Qualification-Degree	4.0
	Accreditation in Governance Audits	5.0
	General professional experience	10.0
	Specific professional experience	15.0
2.	Position K-2 Corporate Governance Specialist	20.0
	Qualification and skills-Degree and diploma	5.0
	General professional experience	5.0
	Specific professional experience	10.0

The minimum technical score required to pass is **70%**.

2) *The responses to clarifications are as below.*

S/No.	Sought clarifications	Response
1)	Clarify if Pre-Tender Site-Visit is Mandatory. Submission of all standards forms for the tender is mandatory which includes the certificate of site visit which is not mandatory as per data sheet.	As per the data sheet in the Tender Document, Pre-site Visit is not Mandatory. Consequently, where a bidder does not visit the Authority premises, he/she should fill Not Applicable, N/A in the site visit standard form.
2)	Clarify whether individual consultants' Practice licenses suffices. Practice license and certificate for the firm issued by the professional body is a mandatory requirement. The bodies offering Certification for Public Secretaries and Governance Auditors - Institute of Certified Secretaries offer this to individual consultants and not firms.	Practice License and certificate for the firm are Mandatory requirements. The bidders' consultant(s) must attach their practicing certificate and respective certification from relevant professional bodies. <i>The consultant should be accredited and licensed by the Institute of Certified Public Secretaries of Kenya(ICPSK)</i> The bidder/firm must demonstrate relationship and availability of the said consultants. <i>These can be demonstrated by signed agreements between the consulting Firm and proposed staff.</i>

S/No.	Sought clarifications	Response
3)	Provide Format for Confidential Business Questionnaire	<i>The confidential business questionnaire was erroneously not provided in the RFP, however, the form has been attached as Annex 1 of the addendum for the Three tenders.</i>
4)	Clarity on the type of Practice License and certificate of the firm.	As stipulated in the Evaluation Criteria, Mandatory Evaluation, line-item number seven, the bidder shall provide Practice License and Certificate for the Firm. This should be read together with line-item number fifteen in Mandatory Evaluation which requires the firm to prove it is accredited/Licensed and certified to be a provider of Team Mate Audit Management System, Competence of the assignment in Terms of Reference Inter alia.
5)	Number of Auditors to be trained abroad, Team mate Caucus	As tabulated in FORM FIN-2: SUMMARY PRICE PROPOSAL, Knowledge transfer abroad, Team mate caucus, is proposed in the 2 nd and 3 rd Year of implementation. The number should be a maximum of three Auditors per each Year.
6)	Specifications for the Tablets are as follows;	a) Processor: 11th Gen Core i7 b) 13" display c) 512SSD d) 16GB RAM Software's (windows 10pro, MS Office pro-2019) e) Wires Mouse f) Carrier bag
7)	Requirements for Information Transfer between Team mate Audit Management System and Authority's ERP/Applications	As expounded under "EXPECTED OUTPUTS" and "DELIVERABLES" in Terms of Reference, the Authority is seeking a bidder who can provide Team mate Audit Management System that can extract, mine, extrapolate, analyze, data from the Authority Enterprise Resource Plan (ERP) and other functional Applications in the Authority and infer that information to taxonomy organized by type.
8)	Response to be received by 3 rd February 2022.	This is a typo error and the correct date is as contained in the Tender Advert and the addendum.
9)	Requirement for Tender Security	None

3) *The tender submission date has been revised from 14th December 2021 to on or before 21st December 2021 at 11:00 am. Thereafter, opening of the bids will take place at the same venue starting from 11:15am.*

4) *Completed tender documents should be enclosed in plain sealed envelopes, clearly marked with the Tender Name, Tender Number and deposited in the Tender Box located on Ground Floor, Barabara Plaza Block B, or be addressed and posted to the below address on or before the respective date and time given above.*

5) *Bulky Tender Documents which do not fit in the Tender Box shall be delivered to the*

reception office located on the Ground Floor, Barabara Plaza, Block B.

- 6) *Opening of the bids will take place immediately thereafter (from the respective dates and time) at the Ground Floor Board Room, Barabara Plaza, Block B **in the presence of the tenderers or their representatives who choose to attend.***
- 7) *Bids not received at the submission venue by the closing date and time will not be accepted for opening and will be rejected and returned unopened.*
- 8) *The Authority will strictly adhere to Government guidelines on management of COVID 19. Bidders who choose to attend the opening of bids are therefore required to only send one(1) representative. This will reduce on congestion and crowding of the opening venue.*

Bidders are encouraged and advised to continuously check the KeRRA website for more information and clarification regarding the Tenders.

**The Director General,
Kenya Rural Roads Authority,
Barabara Plaza Block B, Mazao road, Off Airport South Road, JKIA,
P. O. Box 48151 – 00100,
NAIROBI, KENYA.**

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Tel: +254 (20) 780600/01 - 05, Mobile: +254 711851103**

**Deputy Director -Supply Chain Management
FOR: DIRECTOR GENERAL
KENYA RURAL ROADS AUTHORITY**

(1) **TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE**

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

a) **Tenderer's details**

S/No.	ITEM	DESCRIPTION
1)	Name of Procuring Entity	
2)	Reference Number of the Tender	
3)	Date and Time of Tender Opening	
4)	Name of Tenderer	
5)	Full Name and Contact Details of the Tenderer	Country
		City
		Location
		Building
		Floor
		Postal Address
		Name of Contact Person
		Postal Address of Contact Person
6)	Current Trade License Registration Number and Expiry Date	
7)	Registering Body or Agency	Name
		Country
		City
		Location
		Building
		Floor
		Postal Address
		Telephone Number
8)	Description and Nature of Business	

S/No.	ITEM	DESCRIPTION
9)	Maximum value of business which the Tenderer handles	
10)	State if the Tenderer is listed in stock exchange,	Name
		Country
		City
		Location
		Building
		Floor

General and Specific Details

b) **Sole Proprietor**, provide the following details.

Name in full _____ Age _____
 Nationality _____ Country of Origin _____
 Citizenship _____

c) **Partnership**, provide the following details.

	Name of Partners	Nationality	Citizenship	% of Shares Owned
1				
2				
3				
4				
5				

d) **Registered Company**, provide the following details.

(i) Private _____ or _____ public _____ Company

(ii) State the nominal and issued capital of the Company
 Nominal Kenya Shillings
 (Equivalent).....

Issued Kenya Shillings
 (Equivalent).....

(iii) Give details of Directors as follows.

	Name of Director	Nationality	Citizenship	% of Shares Owned

e) DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.

- i) are there any person/persons
in..... (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/ No.....
If yes, provide details as follows.

	Name of Person	Designation in the Procuring Entity	Interest or relationship with Tenderer

ii) Conflict of interest disclosure

	Type of the conflict	Disclosure YES OR NO	If YES provide details of the relationship
1	Tenderer is directly or indirectly controls is controlled by or under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representatives as another tenderer.		
4	Tenderer has the relationship with another tenderer, directly or through common third parties, that put it in a position to influence the decision of procuring entity regarding this tendering process		
5	Any of the tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the work that are the subject of the tender.		
6	Tenderer would be providing specifications services or consulting services during implementation of the contract		

	Type of the conflict	Disclosure YES OR NO	If YES provide details of the relationship
	specified this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the procuring entity who are directly or indirectly involved in the preparation of the Tender document or specification of the contract, and /or the tender evaluation process of such contract.		
8	Tenderer has a close business or relationship with a professional staff of the procuring entity who would be involved in implementation or supervision of such contract.		
	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in manner acceptable to the procuring entity throughout the tendering process and execution of the contract.		

c) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name.....

Title or Designation.....

.....

.....

(Signature)

(Date)