



KENYA RURAL ROADS AUTHORITY

TENDER NOTICE

ADDENDUM NO. 1

TENDER FOR THE SUPPLY AND INSTALLATION OF MICROSOFT 365 (E3 and FI) LICENSE AND EMAIL SECURITY SOLUTION

TENDER NO. KeRRA/08/37/03/2023–2024

Reference is made to the Tender Notice that appeared in the MyGov pullout printed on The Star Newspaper on 28th May, 2024 (Issue No. 46/2023-2024).

1. The Authority has received various requests for clarification and interested bidders are requested to note as detailed in the table below;

Item	Reference - Page	Item Requirement	Clarification	Response
1.	Page 69 Item 25	Manufacturer's Authorization Letter	Could you please confirm whether the Gold Partnership provision is still applicable, considering it is based on an outdated model and may not be relevant in this situation?	Bidders must provide authorization letter as a Microsoft Cloud Solution Provider Partner with Infrastructure, Security, Modern Work, Data and AI and Digital App Innovation.
2.	Page 69 Item 27	Manufacturer's Advanced Specialized Partner's Letter	The requirement specified in the tender document is restrictive due to its numerous security specializations. Item 26 (Manufacturer's Solutions Partner Designation Letter) on page 69 should adequately address the matter since it covers all necessary aspects comprehensively.	Bidders must provide Cloud Security, Information Protection and Governance Partner's letter.
3.	Tender Notice		That on the Public Procurement Information Portal under tenders.go.ke, the Tender Document under tender for Supply & Installation of Microsoft 365 (E3 and F1) License and Email Security Solution under KeRRA, is not the correct one. Instead, it's a document for Upgrading and	The correct document has been uploaded on the PPIP portal. You can also download the document from the KeRRA website www.kerra.go.ke.

Issue Date: 18.06.2024

			Installation of a Local Area Network (LAN), Related Infrastructure and Maintenance Services.	
4.	Request for an extension to the closing date	CLOSING DATE: 20th June, 2024	Please consider an extension of the Bid submission date by 14 days	The submission date is hereby revised from 20 th June, 2024 to 28th June, 2024 at 11.00am
5.	Tender Notice	Submission of Original and Copy	Where do we upload the Soft Copy of Tender Submission.	 Note that tender submission shall be both Physical (an Original Hard Copy) and uploading the soft copy through the E-procurement portal. Submissions through the E-procurement portal shall be as follows; a) Access the Authority's website through <u>www.kerra.go.ke</u>. b) Go to the ONLINE-SERVICES Menu and click the ONLINE-SERVICES Menu and select E-Procurement Portal or use the <u>https://eprocurement.kerra.go.ke/</u>. c) Once you access, For a first time user you will need to register by going to E-registration and create a profile. d) After registration Log in click on E-Tendering, then Active tender invitations. Make your submission as per given requirements. e) A Manual to guide in accessing the E-Procurement Portal is attached hewerewith as <i>Annex I</i>.

- 2. Full details of the Clarification Response is available and can be downloaded from the Authority's website **www.kerra.go.ke** and or **www.tenders.go.ke**.
- 3. All other information remains the same.

Deputy Director (Supply Chain Management) FOR: **DIRECTOR GENERAL** Issue Date: 18.06.2024

ANNEX 1

(PORTAL ACCESS MANUAL)

ACCESSING E-PROCUREMENT PORTAL

To access the EProcurement portal go to <u>www.kerra.go.ke</u> >E-Services>e-Procurement Portal.



For a first time user you will need to register by going to E-registration.



Enter the registration details as shown and click on submit registration

$\leftarrow \ \rightarrow \ G$	eprocurement.kerra.go.ke/Home/Register					₫ \$	🛛 🖪 i
<u>í</u>		e-Registration	e-Prequalification	e-Bidding	Login	Register	Help desk
(Provide	your valid Company registration details)						
	Supplier Reg	istration Request	ł				
Registered B	usiness Namn.*	Tax Registration (PIN) No: *				
Contact Pers	on (Name)*	Primary Email Addres	SS : *				
Mobile Phon	o No: *	Terms and Conditions	5				
		Agree to terms an	d conditions: *				
CANC	HEL .	/			SUE	BMIT REGISTRAT	ION

Once you submit you will be notified of successful submission and an email will be sent to the email provided. The email contains a onetime password which should be used to login to the portal the user will then be prompted to set their own password.

Use the email and the new password set to login to the portal.

Enter the **valid email address** that was used to create the supplier's account and a **valid password**.

E-Procurement User Login	
Kenya Rural Roads Authority	
Enter a valid Email Address:	
edwinmatara@dynasoft.co.ke	
Enter a valid Password:	
LOGIN	
Don't have an account yet?Register Forgot your password?	

After login, click on **E-Tendering**, then **Active tender invitations**

	😑 🛛 Kenya Rural Roa	ds Authority					red -
Dashboard	Welcome ACCESS CO	OMPANY LIMITED!					
S Self-Service >		My Profile	493		499	4	
			Prequalification		Registration	Open Tender	
E-Prequalification	More info	9	More info 🛇	More info 🔿		More info O	
III Registration >							-
III E-Tendering V	Tender No:				<u>60</u>	SEARCH	
							-
Tender Responses	Show 10 v entries						
Special Groups Tenders	# 11 Tender No		11 Tender Description	11 Deadline Date	11 Document Date	.↓† Apply .↓	11
Tenders by Regions Tenders by Closing Dates	1 008	Taru Gedi Works Requisition	Taru Gedi Works Requisition	12/10/2021 12:00:00 AM	1/18/2021 12:00:00 AM	Apply	
Active Tender Addendum Notices	2 096	BIN CARDS	BIN CARDS	11/4/2021 12:00:00 AM	10/21/2021 12:00:00 AM	Apply 🕈	
Cancelled/Closed Tenders	3 104	Tender for Stationery	Tender for Stationery	11/4/2021 12:00:00 AM	10/21/2021 12:00:00 AM	Apply	
Contract Awards	4 111	Request for office stationery	Request for office stationery	11/4/2021 12:00:00 AM	10/21/2021 12:00:00 AM	Apply	
	Showing 1 to 4 of 4 entries					Previous 1 Next	xt

Figure 233: Tender Response

6. On the list of advertised tenders click on **Apply** to view the tender details

		Roads Authority				
a na ana ana ana ana ana ana ana ana an			Welc	ome to e-Bidding System		
	The e-Bidding Portal enab	las the tanderars to view all Active Im	itation For Supply (IES) Notices, download the	elated tender documente and a	low for online submission of their bid set	NODERE
e >	Open Tender Notices	es trie tenderers to view all Active IIV	readon For Supply (IFS) Notices, download the r	etated tender documents and a	tow for online submission of their bid resp	ionses.
Fortion						SEARCH
in s	Show 10 v entrie	s				
ig >	# 1 Notice No.	1 External Document No.	.⊥↑ Tender Name	1 Procurement Method	1 Submission Start Date	I↑ Project ID I↑ Apply
r Quotations >	1 008		Taru Gedi Works Requisition	Open Tender	8/5/2021 12:00:00 AM	PROJECT 0001
5						
>	2 095		BIN CARDS	Open Tender	10/21/2021 12:00:00 AM	FY2020/21 -7 Ap
	3 104	KERRA/001	Tender for Stationery	Open Tender	10/21/2021 12:00:00 AM	FV2020 ← Ap
	4 111		Request for office stationery	Open Tender	10/21/2021 12:00:00 AM	12020/21 C Ap

 After viewing the details and requirements of the tender click on Apply for Tender action to apply for the tender.

		access company limited -
A Dashboard		
கி My Profile	Welcome to e-L	Bidding System
Self-Service	Home e-Registration e-Prequalification e-Bidding Self Service Help desk. The e-Bidding Portal enables the tenderers to v	iew all Active Invitation For Supply (IFS) Notices, download the related tender documents and allow for online
A₀ Supplier Profile Completion >	submission of their bid responses Tender General Details	
E-Prequalification		◆Apply for this Tender
III Registration >		
III E-Tendering >	Overview Purchase Items/Services Tender Requirements Project Works Evaluation Criteri	a Tender Documents Required Documents
III Request for Quotations	Tender General Details	
📥 Downloads		
≉ Settings >	Tender Description:"	Tender Notice No:*
	Taru Gedi Works Requisition	008
	Procurement Method:*	Mandatory Prebid Meeting:"
	Open Tender	1/1/0001 12:00:00 AM
	Document Date:"	Bid Envelope Type:"
	1/18/2021 12:00:00 AM	2-Envelop
	External Document No:"	Tender Validity Duration(in Days):"

8. Fill in the **general details** of the response and click on submit response, then Click Continue.

	≡	Kenya Rural Roads Authority			
Dashboard			Tourday	Jacobana Parma	
	1.5		Tender F	tesponse rorm	
Self-Service	1.2	Tendering / Tendor No=008 / Bid Response No = BID00063			
				3	4
E-Prequalification		General Details	Technical Response	Past Experience	Financial Response
III Registration	1 5				
III E-Tendering		General Details			
III Request for Quotations		Rd Response No: *		Bidder Respresentative Name:*	
🕹 Downloads	\backslash	BID00063		Mercy	
		Tender Description: *		Bidder Representative Designation:	
		Taru Gedi Works Requisition		ASSISTANT SALE MANAGER	
		Invitation Notice No: *		Bidder Representative Address:*	
		008		1213	
		Vendor Name::		Bidder Witness Name:"	
		ACCESS COMPANY LIMITED			
		Tax Registration(PIN) No:		Bidder Witness Designation:*	
		P014562892M			

Fill in the **personnel specifications** required. Then click on next to proceed to **Past Experience**.

Dashboard				
	1 General Details	2 Technical Response	3 Past Experience	4 Financial Response
	Technical Response(Equipments)			
	Technical Specifications Equipment Res	onse Personnel Response		
	Personnel Specifications			
	This section summarizes the personnel requirements fi	or this Tender. Please take note of the minimum number of staff	required for each Project Role and their minimum qualit	cation and experience requirements
			+ Add Personnel	
ettings y				
	Show 10 v entries			
	Show 10 ventries	Required Project Role Staff category Email Type	Employment Type	Edit Delete
	Show 10 vertries # Staff Name Proposed II Now SSUR	Required Project Role 11 Staff category 11 Email 11 Surveyor Technical Staff yuli	Employment Type 11 Contract	Edit Delete
	Show 10 vertries * Is Staff Name IT Proposed 11 Novi S-SUR 12 TOLEYIA TIMLA	Required Project Role 1 Staff category 1 It Email Surveyor Technical Staff yuli 0 tolewadim	Employment Type Contract Laggmail.com Permarent	Ecit Deiste II II II II II C Edit Delete C Edit Colete

PREPARED BY: DYNASOFT BUSINESS SOLUTIONS LTD

10. Update the **Past experience** information on the next tab and submit. Click the **next** button to proceed to financial response.

	• =	(enya Rural Roads A	Authority						ACCESS COMPAN	Y LIM
Dashboard										
🔓 My Profile	<u> </u>				Tender Respo	nse Form				_
Self-Service >	Tend	ering / Tendor No=008 / I	Bid Response No = BID00063							
Supplier Profile Completion >									4	
E-Prequalification		General Details		Technical Response		Past Experi	ence	Fin	ancial Response	
Registration >										
E-Tendering >	_									
Request for Quotations	Pa	ast Experience								
Downloads									+ Add Past Experies	nce
Settings	Shov	entries								
		$\downarrow \underline{1}$ Client Name $\downarrow \uparrow$	Client Address	lo. ⊥† Country	1 Contract Ref No.	11 Assignment Value	↓↑ Assignment Status	Edit	⊥ † Delete	11
	1	DYNASOFT	455 0790164	545	DYK/098/DSDF	1000000	Completed	🕜 Edit	â Delete	
	2	KURA	750 0790164	538	DYK/098/DSDF	1000000	Completed	🖌 Edit	â Delete	
	3	TEST PAST EX	75094 0723456	789	CTR89300/098	200000	Completed	🥜 Edit	📋 Delete	
		TEST PAST								

11. On the Next tab fill in the **pricing information** for each of the item on the tender. Then click on **Submit Financial Response**.

	≡	Kenya	Rural Roads	Authority						ANY LIMI
Dashboard							3			
			General Details		Technical Response		Past Experience		Financial Response	
S Self-Service	>									
	>	_								
E-Prequalification	>	Pricing li	nformation							
III Registration	>	Show 10	\checkmark entries							
III E-Tendering	>		Ц Туре	.↓† Bill No	1 Description	Quantity	11 Unit of Measure	1 Unit Cost Incl VAT		Jt
Request for Quotations	>	1	ltem	01-80-116	Allow a prime cost sum (PC) for accomodation of Engineers staff	500		koo	¢	
Settings	>	2	ltem	01-80-117	Extra over item 1.01 for contractors overheads and profits	0		66		
		3	ltem	01-80-006	Provideor rent, furnish and maintain Engineers Representatives office for the duration of the contract, ownership to rever to the Contractor at the end of the contract	O		0		
		4	ltem	01-80-009	Provide or rent, furnish and maintain Engineers Site Laboratory for the duration of Contract, ownership to revert to the contractor at the end of the contract	0		0		

Click on Add Tender Security to fill in the tender security details.
 Click on Document Attachment to proceed to document attachment tab.

AN BEADD		
	E Kenya Rural Roads Authority	
# Dashboard	Showing 1 to 10 of 121 entries Previous 1 2	3 4 5 13 Next
		Submit Financial Response
Self-Service		
E-Prequalification	Tender Security	
III Registration		+ Add Tender Security
III E-Tendering		
III Request for Quotations	Your Bid Security Details have been successfully submitted. Kindly Proceed to fill in the rest details!	
▲ Downloads	Show 10 ventries	
46 Settings >	# Issuer Institution Guarantor Name Registered Officer Description Security Amounts(I.Cf) Edit	Delete⊥↑
	56 Bio/Tender Security Insurance RDEUTY INSURANCE Kencom Tender security for Supply 200000 27 Edit	Delete
	Showing 1 to 1 of 1 entries	Previous 1 Next
	Documents Attachment	

13. Attach the mandatory documents and click on Submit response

to submit the response.

	Provente Mechanic	
Self-Service	Documents Attachment	
	You are required to submit scanned copies of the following sets of documents, as part of the process. Click on the Attach Documents Link	
E-Prequalification	Show 10 v entries	
Registration	> # JL Doc ID Description Select file Issue Date Certificate No	[↑ Expiry Date]↑
 E-Tendering Request for Quotations 	AGPO AGPO Choose File No file chosen Enter issuance Date	Enter Expiry Date
L Downloads	2 AUD-AC AUD-AC Choose File No file chosen Enter Issuance Date	Enter Expiry Date
	Stowing 1 to 2 of 2 entries Upload Documents	Previous 1 Next
	<	Submit Response

R E-Tendering →	4	c	R12 I	\bigcirc	Mandatory
	5	ID			Mandatory
	6	PI	IN-CERT F	Tender Response Submitted!	Mandatory
ốg Settings >	7	P	OA F	ОК	Mandatory
		TC			Mandaton