



# 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 28<sup>th</sup> May, 2024 (Issue No. 46/2023-2024).

- 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Could you please confirm whether the Gold Partnership provision is still applicable, considering it is based on an outdated model and may not be relevant in this situation?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 <a href="http://www.kerra.go.ke">www.kerra.go.ke</a> .

			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 <sup>th</sup> June, 2024 to <b>28<sup>th</sup> June, 2024</b> at 11.00am
5.	Tender Notice	Submission of Original and Copy	Where do we upload the Soft Copy of Tender Submission.	<ul style="list-style-type: none"> <li>• Note that tender submission shall be both Physical (an Original Hard Copy) and uploading the soft copy through the E-procurement portal.</li> <li>• Submissions through the E-procurement procurement portal shall be as follows; <ul style="list-style-type: none"> <li>a) Access the Authority’s website through <a href="http://www.kerra.go.ke">www.kerra.go.ke</a>.</li> <li>b) Go to the ONLINE-SERVICES Menu and click the ONLINE-SERVICES drop-down menu and select E-Procurement Portal or use the <a href="https://eprocurement.kerra.go.ke/">https://eprocurement.kerra.go.ke/</a>.</li> <li>c) Once you access, For a first time user you will need to register by going to E-registration and create a profile.</li> <li>d) After registration Log in click on E-Tendering, then Active tender invitations. Make your submission as per given requirements.</li> <li>e) A Manual to guide in accessing the E-Procurement Portal is attached hewerewith as <b>Annex I</b>.</li> </ul> </li> </ul>

2. Full details of the Clarification Response is available and can be downloaded from the Authority’s website [www.kerra.go.ke](http://www.kerra.go.ke) and or [www.tenders.go.ke](http://www.tenders.go.ke).

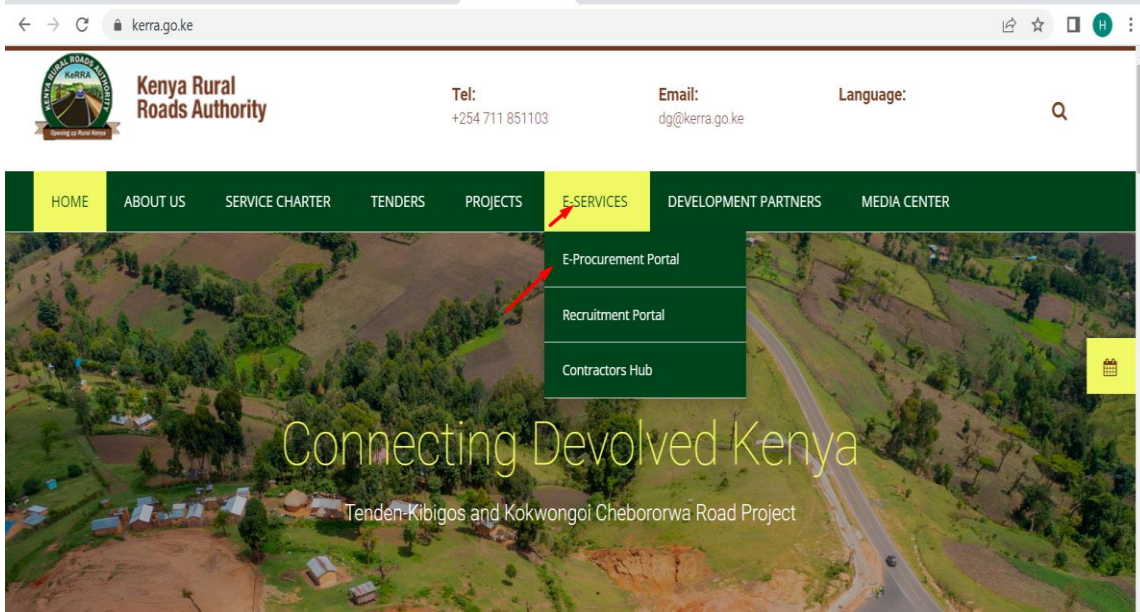
3. All other information remains the same.

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

**ANNEX 1**  
**(PORTAL ACCESS MANUAL)**

## ACCESSING E-PROCUREMENT PORTAL

To access the EProcurement portal go to [www.kerra.go.ke](http://www.kerra.go.ke) >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

The screenshot shows a web browser window with the URL [eprocurement.kerra.go.ke/Home/Register](http://eprocurement.kerra.go.ke/Home/Register). The page header includes navigation links: e-Registration, e-Prequalification, e-Bidding, Login, Register, and Help desk. Below the header, a green bar contains the text "Supplier Registration Request". The main form area is titled "(Provide your valid Company registration details)". The form contains several input fields, each highlighted with a red box: "Registered Business Name", "Tax Registration (PIN) No.", "Contact Person (Name)", "Primary Email Address", "Mobile Phone No.", and "Terms and Conditions". The "Terms and Conditions" field includes a checkbox labeled "Agree to terms and conditions". At the bottom left of the form is a red "CANCEL" button, and at the bottom right is a green "SUBMIT REGISTRATION" button. A red arrow points to the checkbox in the "Terms and Conditions" field.

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:  
edwinmatera@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**

Welcome ACCESS COMPANY LIMITED!

My Profile      493 Prequalification      499 Registration      4 Open Tender

Tender No.      Tender Name      Closing Date      SEARCH

#	Tender No	Tender Name	Tender Description	Deadline Date	Document Date	Apply
1	008	Taru Gedl Works Requisition	Taru Gedl Works Requisition	12/10/2021 12:00:00 AM	1/18/2021 12:00:00 AM	Apply
2	096	BIN CARDS	BIN CARDS	11/4/2021 12:00:00 AM	10/21/2021 12:00:00 AM	Apply
3	104	Tender for Stationary	Tender for Stationary	11/4/2021 12:00:00 AM	10/21/2021 12:00:00 AM	Apply
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

Figure 233: Tender Response

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

The screenshot shows the Kenya Rural Roads Authority e-Bidding System dashboard. The main content area displays a table of tender notices under the heading "Open Tender Notices". The table has columns for #, Notice No., External Document No., Tender Name, Procurement Method, Submission Start Date, Project ID, and Apply. A green arrow points to the "Apply" button for the tender with Notice No. 099.

#	Notice No.	External Document No.	Tender Name	Procurement Method	Submission Start Date	Project ID	Apply
1	008		Taru Gedi Works Requisition	Open Tender	8/5/2021 12:00:00 AM	PROJECT_0001	Apply
2	099		BIN CARDS	Open Tender	10/21/2021 12:00:00 AM	FZ020/21	Apply
3	104	KEERRA/001	Tender for Stationery	Open Tender	10/21/2021 12:00:00 AM	FZ020/21	Apply
4	111		Request for office stationery	Open Tender	10/21/2021 12:00:00 AM	FZ020/21	Apply

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

The screenshot shows the "Tender General Details" form in the Kenya Rural Roads Authority e-Bidding System. The form includes fields for Tender Description, Procurement Method, Document Date, External Document No., Tender Notice No., Mandatory Prebid Meeting, Bid Envelope Type, and Tender Validity Duration. A green arrow points to the "Apply for this Tender" button.

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

**Kenya Rural Roads Authority** | ACCESS COMPANY LIMITED

**Tender Response Form**

Tendering: Tender No: 008 | Bid Response No: BID00063

Progress: 1. General Details (Active) | 2. Technical Response | 3. Past Experience | 4. Financial Response

**General Details**

Bid Response No: \*  
BID00063

Tender Description: \*  
Taru Gedi Works Requisition

Invitation Notice No: \*  
008

Vendor Name:  
ACCESS COMPANY LIMITED

Tax Registration(PIN) No:  
P014562892M

Bidder Representative Name: \*  
Mercy

Bidder Representative Designation: \*  
ASSISTANT SALE MANAGER

Bidder Representative Address: \*  
1213

Bidder Witness Name: \*

Bidder Witness Designation: \*

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

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Progress: 1. General Details | 2. Technical Response (Active) | 3. Past Experience | 4. Financial Response

**Technical Response(Equipments)**

Technical Specifications | Equipment Response | Personnel Response

**Personnel Specifications**

This section summarizes the personnel requirements for this Tender. Please take note of the minimum number of staff required for each Project Role and their minimum qualification and experience requirements

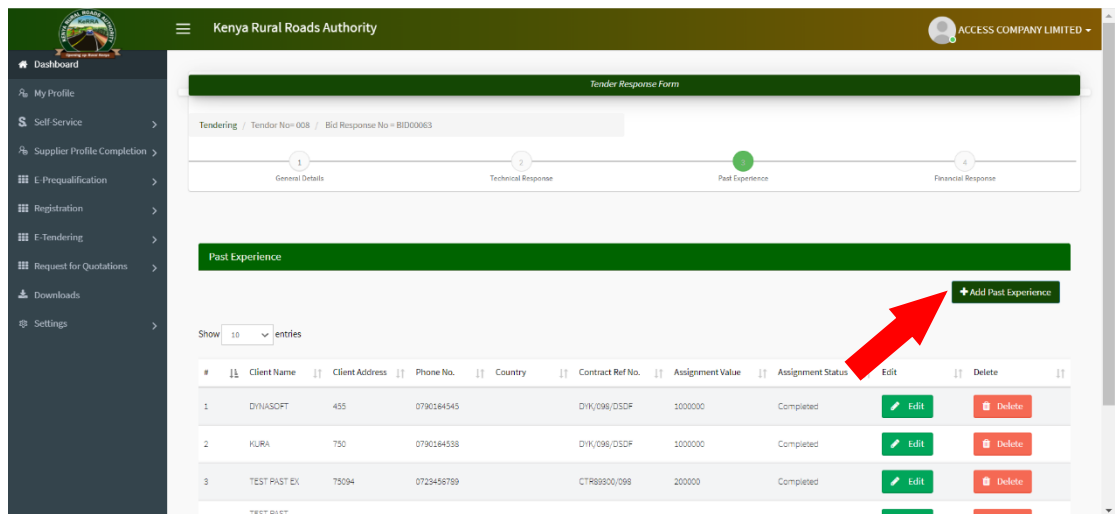
[+ Add Personnel](#)

Show 10 entries

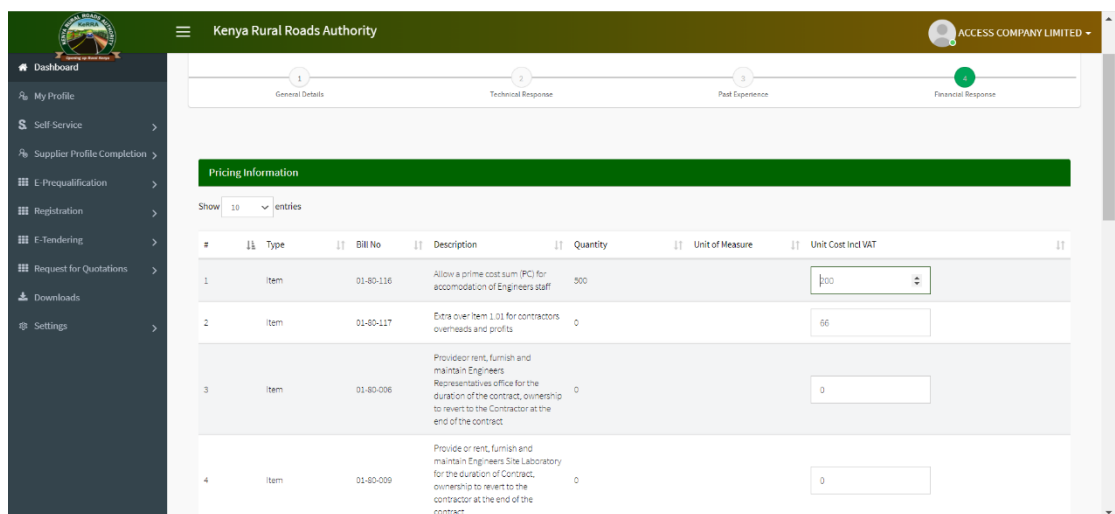
#	Staff Name	Proposed Project Role	Required Project Role Type	Staff category	Email	Employment Type	Edit	Delete
11	Njoki	S-SUR	Surveyor	Technical Staff	yuli	Contract	<a href="#">Edit</a>	<a href="#">Delete</a>
12	TOLEWA TIMILA		0		tolewa.dimia@gmail.com	Permanent	<a href="#">Edit</a>	<a href="#">Delete</a>



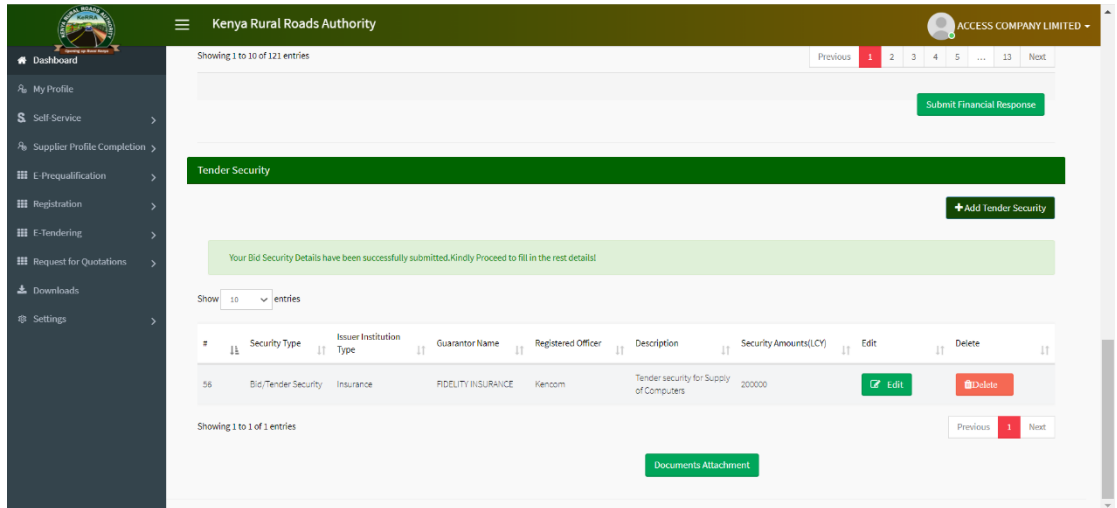
10. Update the **Past experience** information on the next tab and submit. Click the **next** button to proceed to financial response.



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



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



13. Attach the **mandatory documents** and click on **Submit response** to submit the response.

