



KAA/OT/FIN/0210/2023-2024

26th April, 2024

All Bidders

RE: PROVISION OF TAX CONSULTANCY SERVICES FOR KENYA AIRPORTS AUTHORITY

TENDER NO. KAA/OT/FIN/0210/2023-2024

ADDENDUM NO. 3

The following tender clarification/addendum issued regarding the above tender.

No.	Inquiry	Response
1.	The Authority has amended the evaluation criteria as per appendix A (Herein attached).	
2.	<p>Area 2</p> <p>The financial proposal submission form provides a lumpsum financial proposal amount. The financial proposal the consultants have an option of having a lumpsum or time-based contracts. However, Ad-hock tax advisory services depend on KAA specific queries. It may be impossible to anticipate the exact nature and scope of tax queries KAA may require from time to time. In light of this, it may be impossible to provide a fixed fee for ad-hock tax advisory services.</p> <p>Suggestion:</p> <p>We propose that a provision be made for time-based charge outrates for ad-hoc tax advisory services, preferably hourly rates.</p>	<p>This is to inform ALL bidders that where an ad-hock tax advisory service (which has not been captured in the scope of assignment) is required, payment for any services shall be paid using the proposed fixed rate per hour as captured in the financial proposal submission forms subject to prior approval before the assignment is carried out.</p>
3.	<p>Area 3:</p> <p>Section 8: Special Conditions of Contract Clause 44.1: The lump-</p>	

	sum Instalment payments reads - 30% of the contract sum - shall be paid upon receipt of NEMA's decision on the project NOTE: Where NEMA recommends that a full study be undertaken, the consultant will be required to carry out the same within the provision of the existing contract.	This is to inform ALL bidders that this requirement is expunged from the tender.
4.	(e) a bidder has asked below clarification The subject matter refers. Pursuant to ITC 13.1 of the Request for Proposals (RfP), kindly clarify as to whether the copies of the certificates need to be certified as true copies by the ministry of Education or an Advocate of the High Court's stamp, noting that some of our key experts are out of the country. Would certificates certified by advocates suffice?	This is to inform ALL bidders that copies of certificates shall be certified by the authorized signatory in the power of attorney.
5.	(f) Terms of payment ALL bidders are advised that payment for the services shall be based on the services rendered.	

The closing/opening date remains **2nd May, 2024 at 11:00 am.**

Kindly ensure your tender is valid for a period of **126 days** and your tender security is valid for a period of **156 days** from **2nd May, 2024 at 11.00 a. m.**

This addendum forms part of the bidding document and is binding on all bidders. All other conditions remain the same.


Vincent Korir
GM (PROCUREMENT AND LOGISTICS)
For: MANAGING DIRECTOR/CEO D.K

Appendix A

SECTION 4. EVALUATION CRITERIA AND REQUIREMENTS

Evaluation of tenders will be conducted based on the applicant's response to the mandatory requirements and the technical evaluation criteria.

(a) Mandatory Requirements

The following documents are mandatory and must accompany the tender submission:

No.	Requirement	Must Meet
1	Duly filled, signed and stamped Financial Proposal Submission Form	
2	<p>The tender security shall be required of Kshs. 50,000.00 valid for 156 days from the date of tender opening/closing. The tender security shall be in any of the following forms:</p> <ul style="list-style-type: none"> a) cash or banker's cheque, or b) a bank guarantee, or c) guarantee issued by a reputable insurance company approved by Public Procurement Regulatory Authority (PPRA) or d) Letter of credit <p>Bidders are required to note the following:</p> <p>Those who have obtained a digital tender security must provide it online with their tender document in the KAA portal. The digital tender security must have a mechanism to verify such as use of quick response (QR) code or an online portal. They do not need to provide a hard copy of the tender security physically.</p> <p>Those who do not provide a digital tender security as per (i) above will be required to submit an original Tender Security physically to the office of the General Manager, Procurement and Logistics department, KAA Headquarters, 2nd Floor on or before the closing/opening date and time.</p>	Must Meet
3	Duly filled Certificate of independent proposal determination	
4	Current copy of a valid Tax Compliance Certificate issued by the Kenya Revenue Authority;	
5	A written power of attorney authorizing the signatory of the tender to commit the tenderer certified by a commissioner for oaths. This requirement is not applicable to sole proprietorship.	
6	Certificate of registration / Incorporation for the firm,	
7	Copy of CR12. Where one or more of the shareholders is a company (Beneficial Ownership) the CR12 of such a company shall be provided. This requirement is not applicable to sole proprietorships and	

No.	Requirement	Must Meet
	partnerships. However, where the CR12 of the beneficial shareholders is not available, as at the time of the tender submission, the successful bidder shall be required to submit it before execution of the contract	
8	Duly filled Self Declaration that the Person/Tenderer Is Not Debarred In The Matter Of The Public Procurement And Asset Disposal Act 2015.	
9	Duly filled and stamped Self Declaration that the Person/Tenderer will not engage in any corrupt or fraudulent practice.	
10	Duly filled Declaration and commitment to the Code of Ethics	
11	Duly filled Confidential Business questionnaire Form	

N/B: Bidders who are not responsive to any of the above requirements shall be disqualified and will not be evaluated further.

(b) Technical Evaluation Criteria

Tenderers who meet the mandatory requirements will be evaluated based on the following criteria:

Criteria	Points
(i) Specific Experience – <ul style="list-style-type: none"> Provide a brief description of the firm's organization (Company profile) (7 points) Proof of at least Three (3) assignments of similar nature Undertaken - Bidder to attach Letters of reference from at least three (3) corporate clients clearly indicating services rendered – reference checks will be done from the tenderer's clients (9 points) For each of the three assignments above, the outline should indicate the duration of the assignment, the contract amount, and the firm's involvement. (use technical proposal submission form No(ii) (10 points) 	26
(ii) Firm's Experience in handling tax matters for at least three public institutions undertaking similar assignments: Experience in handling three & above (6) Experience in handling two assignments (4) Experience in handling one assignments (2) No experience in handling any assignments (0)	6
(ii) Firm's Experience in undertaking similar assignments : Bidder to attach proof of experience. Over 10 years of experience (9 marks) 5-10 years of experience (6 marks) below 5years of experience (3marks)	9
(iii) Adequacy and quality of the proposed methodology, and work	15

<p>plan in responding to the Terms of Reference (TORs)</p> <ul style="list-style-type: none"> a. A description of the methodology (ie Tasks, methods, techniques and tools) and work plan for performing the assignment. (5 points) b. Provide estimates of the total staff input (professional and support staff-time) needed to carry out the assignment supported by Gantt chart diagrams showing the time proposed for each professional staff team member.(5 points) c. Comments or recommendations on the Terms of Referen, a list of services and facilities to be provided by the Client. ((use technical proposal submission form No(iii)(5 points) 	
<p>(iv) Key Experts' qualifications and competence for the Services:</p> <ul style="list-style-type: none"> • Attach a list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing. Professionals in the following areas <ul style="list-style-type: none"> i. Annual Corporate Tax Compliance (3 points) ii. Tax consultancy advisory services (3 points) iii. Tax Planning Services (3 points) iv. Tax audits (3 points) v. Tax remissions (3 points) • Attach certified Curriculum Vitaes of the proposed professional staff. (5 points) • Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last three (3) years. (See Standard Forms Section C-vii). (10 points) • Attach certificates (letters) of good standing from ICPAK for the proposed professionals (5 points) 	<p>35</p> <p>9</p>
<p>(v) Suitability to the transfer of Technology Programme (Training)</p> <ul style="list-style-type: none"> • <i>Identify knowledge gaps, and create training plans to improve (3points)</i> • <i>Trainers Competence – Must have demonstrated knowledge in tax matters (attached CVs which must clearly indicate years of experience in training) (2 points)</i> <p><i>Training Curriculum-each tax matter (VAT, Income Tax, Customs & Excise Duties and Other Taxes & Statutory Deductions and each area will be awarded (4 points).</i></p>	
<p style="text-align: right;">TOTAL</p>	<p>100</p>

The minimum technical score (St) required to pass is: 80%

N/B: Bidders who do not attain the minimum technical score of 80% and above shall be disqualified and will not be evaluated further.