

Invitation to Tender for Provision of Consultancy Services to Carry Out Financial Audits for RMLF Programmes in Kenya Wildlife Service (KWS) for FYs 2021/2022 to 2023/2024

KRB/178/2021-2022/PKGFA4

PRE PROPOSAL CONFERENCE

Kenya Roads Board held a pre proposal tender conference on **Thursday 18th November 2021 at 02:30 pm virtually** on the above mentioned tender. The Board informed all the participating firms that all questions raised during the conference and those submitted in writing would be responded to in writing and shared with all participants and also be uploaded in KRB website. For fairness and transparency no information shall be provided to any firm that will give them competitive advantage over others.

The following are the Questions and Board's answers/clarifications:

No.	Bidders Questions /Clarifications	Kenya Roads Board Responses/Clarifications
1	Audits are carried out at KWS HQs only, how do the Auditors establish that works have been done on the ground?	All payments for and procurement of road works is made from KWS Headquarters. This also includes other road works related costs. Therefore, the financial audit shall be carried out at KWS Headquarters. The works undertaken in the national parks and reserves shall carried out by a separate by a different audit consultancy.
2	Pg. 30- Consultant expected to provide a Project Vehicle 4WD. What is the vehicle for now that Audits will be carried out at the HQ? Will the consultant be costed for it? Further explain the context on why the vehicle shall revert back to KRB.	The Consultant shall be expected to provide a project vehicle as provided in Section 3.0 of the Terms of Reference and abide by this requirement as provided for in the RFP document. The vehicle shall be used exclusively by the Project Manager for supervision, follow ups and other related project activities. It is the Client's decision that the vehicle reverts back to the Board.
3	Previously Audits were segregated into 4: Financial, Technical, Performance and	The Consultant shall be expected to address all the issues provided is Section 1.6 (a) (ix) of the Terms of Reference in his or her audit.

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	<p>Procurement. What is the expectation of Procurement section?</p> <p>Pg. 28 RFP-A bidder shall only be awarded one package from the 4 Road Agencies. What is the expected date of release of other Agencies to better inform the bidders?</p>	<p>The procurement audit shall be performed by the Financial Auditor</p> <p>Currently the Board is procuring only the Financial Audit Consultancy Services for KWS and KeNHA. Bidders are advised that they shall bid for the other Agencies when advertised.</p>
4	<p>Pg. 25-Firm Establishment.</p> <p>Based on what had been mentioned that no travel will take place, will marks be awarded for the number of vehicles provided?</p> <p>We have a question on the transport aspect where the firm needs to have 5 vehicles (owned or outsourced) how does this apply?</p>	<p>It is the sole responsibility of the Consultant to respond adequately to all the requirements of the RFP document. The Consultant shall be expected to facilitate a seamless movement of his or her staff during the period of the Consultancy Services.</p>
5	<p>It's a requirement that when Auditors come across assignments of various nature which may require experts outside financial realm they engage them. This may have financial implications. How do they go about it?</p>	<p>The Consultant should make reference to Section 6.0 of the Terms of Reference and the Appendix A on Reporting Requirements, (a) (5).</p>
6	<p>How do you verify if Audits were conducted?</p>	<p>The Consultant should make reference to Section 6.0 of the Terms of Reference and the Appendix A on Reporting Requirements. Further reference to the responses/clarification under Question 1 above.</p>
7	<p>Given that KWS has other primary activities, are we still check if KWS has disclosed any other incomes e.g. park entry fees?</p>	<p>The Consultant shall be required to only audit RMLF funds disbursed to KWS. The Client will provide a detailed disbursement scheduled which will inform how much has</p>

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		been disbursed to KWS. Further, the Consultant shall be expected to examine how interest earned on RMLF funds by KWS were applied.
8	What are Bill 1 related expenses? (page 65).	This is a bill item in a contract that is used by a Resident Engineer or supervisor of a road works project to assist in running the project. Financial Auditors will be expected to review and ensure that there is proper use and documentation to support any expenditure incurred under Bill 1.
9	Review separately at least 75% of the expenditure incurred during the period or review and assess at least 30% of the works, goods and services procured during the period. is it 75% or 30%	The Consultant shall be expected to review 75% of road works payments/expenditures and any other related expenditure on road works. 30% relates to procurement audit.
10	If we are awarded any of the two lots (KeNHA & KWS) will we be able to participate in the tendering of KeRRA and KURA?	If a bidder is awarded either KeNHA or KWS, they cannot further bid for the other Agencies. One can only win and be awarded one job. Refer to Section 2(B), Clause 30.1 of the Data Sheet.
11	Kindly explain how many financial auditors will be selected per Agency i.e. KWS	Number of Financial Auditors required are 3. In addition, there will be a Project Director and Audit Manager. However, ONLY ONE Financial Firm shall be awarded the job.
12	Ad hoc audits as directed by the Client. These will however be paid for by the Client from contingencies at staff and reimbursable cost rates quoted by the consultant. What if the contingencies are not enough?	It shall be the sole responsibility of the Client to determine on how the contingency amount shall be applied. The contingency provisions that have been made are adequate for this assignment.

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13	Please re-confirm your response to the question asked about number of firms. Number of financial auditors for KWS.	For KWS, the Client will not allow any joint ventures due to the size of the assignment. Refer to Section 2(B), Clause 6.2 of the Data Sheet.
14	The estimated time input of 186 man-days, is it for one year or all the years in aggregate?	The man-days as provided in Clause 14.1(b) of the Data Sheet is for entire Audit Consultancy period of 3 years.
15	Do clarify for us the standards that will guide the assurance report (per Annex A , Executive Summary of the Audit report , Pg 78) Would this be an opinion as per ISA 800/805 or report of factual findings as per ISRS 4400 or an assurance report as per ISAE 3000 (Revised) , Assurance Engagements other than Audits or Reviews of Historical Information ?	<p>This being a special purpose audit, the Consultant should be guided by ISA 800/ISA 805 as these ISA deals with Audits for financial statements prepared in accordance with Special Purpose Frameworks and Audits of single financial statements and specific elements., accounts or items of a financial statement. In addition, these two standards have provided illustrations on presentation and contents of the audit opinion.</p> <p>The bidders are encouraged to refer to the sample financial reporting template provided on the KRB website Titled: <i>Kenya Roads Authority (KeNHA, KURA, KERRA, KWS) - Annual Financial Statements For Road Maintenance Levy Fund For The Financial Year Ended June 30, 2021</i> which forms part of this procurement.</p> <p>International Standard on Related Services-(ISRS) 4400 deals with agreed upon procedures engagement which is not the case on this assignment.</p>
16	Running Costs of the Project Vehicle with a Driver - Should we employ the driver?	Yes. Refer to Section 4 on the Financial Proposal which states as follows: "The Consultant shall be expected to cost for the running costs of the Project Vehicle with a Driver: Fuel, Maintenance, Insurance and any other incidental costs limited to 15,000 Km per half year audit cycle (i.e. average of 2,500 km per month)".

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	If we employ driver, are we required to take care of his meals and accommodation when he travels with KRB?	No. A provisional sum of Kshs. 150,000.00 per audit cycle has already been provided in Section 4 of the RFP document under FORM FIN-4 on miscellaneous expenses (Subsistence Allowance for the Client's Project Manager's Driver on Field Trips). This translates to Kshs. 25,000.000 per month.
17	Are we required to put 3 year costs or 1 year costs as per FORM FIN-2: Summary of Costs?	FORM FIN-2; Summary of Costs table is for three (3) years and should agree with the FORM FIN-1 amounts. This shall be the Contract Sum for the three (3) contract period.
18	Please describe the meaning of "E.O. item 7(a) as Percentage of O/H and Profit" page 59.	<p>All bidders should NOTE the following CORRECTION:</p> <p>WRONG: "E.O. item 7(a) as Percentage of O/H and Profit" page 59.</p> <p>CORRECTION MADE: E.O. item 5(a) as Percentage of O/H and Profit" page 59 "</p> <p>"E.O." stands for Extra Over. It is a mark-up or a percentage that shall be charged or levied by the Consultant for using his or her resources to meet the subsistence allowance for the Client's Project Manager's Driver on Field Trips.</p>
19	I notice that the scoring value for Value of Service (Kshs.) in the KWS tender is similar to the once in the KeNHA tender, yet the KWS APRP is for approx. 650 m compared to KeNHA's of 25 billion. Thus KeNHA's APRP is 38 times that of KWS. I propose that the value of service be revised / moderated downward.	This is meant to evaluate the experience of the firm in the relevant or related area because the caliber of the consultant required is similar. Therefore it has no relation with the network each of the Road Authority in maintaining.