



TO ALL BIDDERS,

22nd November 2024

Dear All,

ADDENDUM NO. 1

RE: CONSULTANCY SERVICES TO UNDERTAKE TECHNICAL & PERFORMANCE AUDITS, FUND INSPECTION, BASELINE AND IMPACT EVALUATION STUDY OF KeRRA ROAD MAINTENANCE LEVY FUNDED PROGRAMMES FOR FY 2024/2025 - FY 2026/2027 TENDER NO. KRB/T/7/2024-2025

In reference to the above tender, the Board hereby informs firms participating in the tendering process that clarifications have been deemed necessary following discussions during the pre-proposal conference held on the 19th of November 2024.

Kindly note that the tender closing/opening date has been extended to **Tuesday, 10th December 2024** to allow bidders more time to incorporate all requirements.

This addendum is construed to form part of the tender requirements. All other terms and conditions of the tender remain the same.

R. Mohamed, MBS
DIRECTOR GENERAL

INVITATION TO TENDER FOR PROVISION OF CONSULTANCY SERVICES TO CONDUCT TECHNICAL & PERFORMANCE AUDITS AND FUND INSPECTIONS AND UNDERTAKE BASELINE & IMPACT EVALUATION STUDY FOR KENYA RURAL ROADS AUTHORITY (KERRA) ROAD MAINTENANCE LEVY FUNDED PROGRAMMES FOR FY 2024/25 TO FY 2026/27

TENDER NUMBER: KRB/T/7/2024-2025

1. PRE-PROPOSAL CONFERENCE

Kenya Roads Board held a pre-proposal tender conference on Tuesday 19th November 2024 starting at 2:00pm at the Board's 6th Floor boardroom on the above-mentioned tender. The Board informed all the participating firms that all questions raised during the Pre-proposal conference and those submitted in writing would be responded to in writing and shared with all participants in addition to being uploaded in the KRB website. For Fairness and Transparency no information shall be provided to any firm that will give them competitive advantage over others.

2. QUESTIONS AND CLARIFICATIONS

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

Question 1: A participant sought clarification on the number of Project Directors required for the assignment, as page 31 indicated one (1), page 35 seemed to suggest two (2), and page 118 indicated one (1).

Clarification to Q1: The consultancy is open to single firms as bidders and will be led by one Project Director. The Project Director will be sourced from either the winning Engineering Firm or Financial Audit Firm, depending on the bidder's background, and will be evaluated accordingly.

Question 2: A participant requested clarification on the requirement to provide audited financial statements for the last three financial years, particularly when the firm's financial reporting period differs from the calendar year.

Clarification to Q2: The audited financial statements required are for the firm's most recent three financial years, based on its reporting period.

Question 3: A participant noted that the requirement for 20 Highway Engineers for the Technical & Performance Audit assignment seemed a bit on the higher side.

Clarification to Q3: It was explained that the assignment for the Technical & Performance Audits covers 10 cluster regions, and the allocated man-days necessitate two Engineers per cluster region which ensures that the assignment can be completed within the required timelines and quality standards.

Question 4: A participant observed that the required experience for Engineers was considered high, making it a challenge to assemble a team with such qualifications and experience within the submission timeline provided in the RFP.

Clarification to Q4: It was clarified that the required engineering experience covered a broad spectrum, including technical audits, highway engineering, materials engineering, and bridges and structures expertise. This approach broadens the pool of eligible civil engineering professionals. Additionally, participants were informed that the tender submission deadline had been extended to 10th December 2024, providing extra time to assemble the necessary teams.

Question 5: A participant requested clarification on why confirmatory tests on road furniture outlined in the Terms of Reference (page 106) were not included in the costing section of Form Fin-4 (Table 4.4, page 77). He suggested allowing flexibility in the number of confirmatory tests conducted during the Technical & Performance audits, as some tests are more complex than others. He further proposed that the costing for confirmatory tests be presented as a lump sum amount rather than itemized for each test.

Clarification to Q5: The Chair acknowledged the concern and informed participants that Table 4.4 would be reviewed to include confirmatory tests on road furniture. An addendum on Table 4.4 would be issued to all bidders. Additionally, the confirmatory test has been itemized for clarity of the required indicative tests.

Question 6: A participant sought clarification on the requirement for Technical Auditors to hold a BSc in Civil Engineering or its equivalent. Specifically, he asked what qualifications would be considered equivalent to a BSc in Civil Engineering.

Clarification to Q6: It was explained that "equivalent" refers to qualifications related to Civil Engineering, as some universities offer Civil Engineering programs under different naming conventions.

Question 7: A participant inquired whether the requirement for seven (7) years of post-qualification experience for Assistant Engineers could be reduced, noting that the bidders were also required to engage 20 Highway Engineers.

Clarification to Q7: It was clarified that Assistant Engineers are required exclusively for the baseline and impact evaluation study, where they would assist the Highway Engineer in conducting fieldwork and data collection. Given the importance of ensuring reliability and quality in data collection for the baseline study, a high level of experience is necessary. Participants were also informed that the Terms of Reference were developed comprehensively, considering all factors needed to ensure the delivery of high-quality work during the consultancy.

3. AMENDMENTS TO THE REQUEST FOR PROPOSAL (RFP)

i) The cover page has been amended as follows:

Closing date: 10th December 2024

ii) The Data Sheet has been amended as follows:

C. Submission, opening and Evaluation	
Reference to ITC Clause	Particulars
18.5	<p>The proposals must be submitted not later than: Date: 10th December 2024. Time: 1200Hrs East African Time.</p> <p>The proposal submission address is: Director General, Kenya Roads Board, P.O. BOX 73718 - 00200, NAIROBI.</p> <p>Tender Box on 6th Floor, Kenya Re Towers, Off Ragati Road, Upper Hill.</p> <p>Information on the Outer Envelope should also include: TENDER NO. KRB/T/7/2024-2025 PROVISION OF CONSULTANCY SERVICES TO CONDUCT TECHNICAL & PERFORMANCE AUDITS AND FUND INSPECTIONS AND UNDERTAKE BASELINE & IMPACT EVALUATION STUDY FOR KENYA RURAL ROADS AUTHORITY ROAD MAINTENANCE LEVY FUNDED PROGRAMMES FOR FY 2024/25 TO FY 2026/27.</p> <p>DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE TENDER OPENING COMMITTEE.</p>
Page 29	<p>Or</p> <p>b) for ongoing projects - letter of award accompanied by engagement letters or an extract of duly signed contract (not the whole contract)</p>

iii) Page 33 and 34 of the RFP has been amended as follows:

2 ADDITIONAL INFORMATION ON THE EVALUATION CRITERIA

Scoring on criterion 1.4 on Firm's References - Max. 7 points

2.1.1 Criterion 1 on Projects Undertaken in the Last Fifteen (15) Years

a) Max Score for Engineering Experience (5.5 points)

Name of Project	Staff man months	No. of staff involved	Value of services	Relevance of the Type of Services					Reference Document	Max. Total per Project
				Technical Compliance Audits in the Road Sector	Highway Engineering	Materials Engineering	Bridges & Structures	Others (RICS, ESIA, Road safety audits)		
Max Score	4	4	10	3.5	1	0.5	0.5	0.5	Must be attached for project to be evaluated	22*

*The total maximum score per project is exclusive of 2 points assigned to firms that have only undertaken highway engineering, material engineering and bridges and structures assignments.

Scoring Table

Staff months				
Staff man-months	3-5.5 months	5.6-11.5 months	11.6-23.5 months	>23.5 months
Score	1	2	3	4
No. of staff involved				
No. of staff Involved	1-2	3-4	5-7	≥8
Score	1	2	3	4
Value of Service				
Value of Service (Kshs.)	5-9.9 million	10-29.9 million	30-79.9 million	≥80 million
Score	4	6	8	10

OR

b) Max Score for Financial Experience (5.5 points)

Name of Project	Staff man months	No. of staff involved	Value of services	Relevance of the Type of Services			Reference Document	Max. Total per Project
				Financial Audits in the Road Sector	Public Sector Audits	Private Sector or Other Audits (NGO's, Donor Funded)		
Max Score	4	4	10	2	2	2	Must be attached for project to be evaluated	22*

*The total maximum score per project is exclusive of 2 points assigned to firms that have only undertaken audits in private sector/NGOs.

Scoring Table

Staff months					
Staff man months	1-1.5	1.6-2.5	2.6-3	> 3 months	
Score	1	2	3	4	
No. of Staff Involved in the Assignment					
No. of staff Involved	1	2	3	≥4	
Score	1	2	3	4	
Value of Service					
Value of Service (KShs.)	1-1.9 Mn	2-3.9 Mn	4-5.9 Mn	6- 8 Mn	>8 Mn
Score	2	4	6	8	10

AND

c) Max Score for Baseline and Impact Evaluation Experience (1.5 points)

Name of Project	Staff man months	No. of staff involved	Value of services	Relevance of the Type of Services			Reference Document	Total per Project
				Baseline and Impact studies	Social Economic studies	Others (RICS, Traffic Studies, Value for Money Audits)		
Max Score	4	4	12	0.5	0.5	0.5	Must be attached for project to be evaluated	21.5

Scoring Table

Staff months				
Staff man-months	1-2.5	2.6-7.5	7.6-11.5	> 11.5
Score	1	2	3	4
No. of Key Staff involved				
No. of staff Involved	1	2	3-4	≥5
Score	1	2	3	4
Value of Service				
Value of Service (Kshs.)	5-9.9 million	10-29.9 million	30-79.9 million	≥80 million
Score	6	8	10	12

Note:

All firms' project references SHALL be supported with reference documents of clients where the firm has provided the consultancy services in form of recommendation letters, performance / completion certificate.

Any Firm's project reference without proper support evidence **SHALL NOT** be evaluated.

iv) SECTION 4: FINANCIAL PROPOSAL STANDARD FORMS

Table 4.4 on Confirmatory Material Tests Expenses has been amended as follows:

No.	Description	Unit	Quantity	Rate (Kshs)	Amount (Kshs)
	Confirmatory Tests		A	B	C=AB
	Confirmatory Tests for Gravel Works:				
1	Moisture/density (compaction test) BS or MOD. AASHTO T180 (5 No. per audit cycle)	No.	100		
2	Moisture/density (compaction test) BS or AASHTO T99 (10 No. per audit cycle)	No.	200		
3	Grading/Sieve analysis (75 Microns) (10 No. per audit cycle)	No.	200		
4	CBR statically compacted to 100% MDD, OMC at 4-day soak (10 No. per audit cycle)	No.	200		
5	Atterberg's Limits (10 No. per audit cycle)	No.	200		
6	CBR for stabilized samples (5 No. per audit cycle)	No.	100		
7	Sand replacement tests (5 No. per audit cycle)	No.	100		
	Confirmatory Tests for Surface Dressing Works:				
8	Spread and spray rate measurement per test (5 No. per audit cycle)	No.	100		
9	Aggregates testing to report on ACV, FI, LAA, SSS (5 No. per audit cycle)	No.	100		
	Confirmatory Tests for Bituminous works:				
10	Core cutting per core (12 No. per audit cycle)	No.	60		
11	Core analysis including binder recovery and testing (12 No. per audit cycle)	No.	60		
	Confirmatory tests for concrete works:				
12	Non-destructive structural tests (Schmidt Hammer) (80 No. per audit cycle)	No.	400		
13	Cube Crushing (8No. per audit cycle)	No.	40		
14	GCS testing to report on grading, ACV, FI, LAA, AIV, SSS etc.	No.	12		
	Confirmatory Tests for Road Furniture:				
15	Tests on kerbs and channels (transverse, absorption and abrasion)	No.	12		
16	Tests on guardrails (tensile and impact)	No.	12		
17	Tests on road marking (colour and resin/binder content)	No.	12		
	TOTALS CARRIED TO SUMMARY PAGE (FORM FIN-2A)				

NOTES:

- i) No changes shall be made to the quantity, rate and PC SUM provided on this table unless it is provided through an addendum
- ii) Payment SHALL ONLY BE MADE for complete material tests carried out and accompanied with support documentation i.e., materials test results, inferences to the results and receipts.

v) Page 118 of TOR, Clause 4.1 has been amended as follows:

The estimated number of key professional staff days is **8,320 man-days** for Technical & Performance audits and Fund Inspections for Road Maintenance Levy Funded works in KeRRA for the three-year consultancy period i.e., FY 2024/2025 to FY 2026/2027. Detailed below are the staffing levels and qualification requirements for the key experts to be engaged in Technical & Performance audit and Fund Inspections.

vi) Page 132 of TOR, Clause 7 (b) has been amended as follows:

The Consultants will provide, fuel and maintain with a driver, **Two (2No.)** new Utility Passenger 4WD vehicles of engine capacity 2,400 - 3,000 cc or equivalent for the exclusive use of the Client/Project Manager throughout the term of the consultancy contract. The vehicles shall revert to the Client (KRB) at the end of the contract.

vii) Amendment to Page 206 on Notification Forms, Letter of Award

The section has been amended to replace "KeNHA" (Kenya National Highways Authority) with "KeRRA" (Kenya Rural Roads Authority). The revised section now reads as follows: ".....to undertake Technical & Performance Audits, Fund Inspection, Baseline Survey and Impact Evaluation of KeRRA Road Maintenance Levy Funded Programmes from FY 2024/2025 to FY 2026/2027....."