



TO ALL BIDDERS,

2nd December 2024

Dear All,

ADDENDUM NO. 2

RE: CONSULTANCY SERVICES TO UNDERTAKE TECHNICAL & PERFORMANCE AUDITS, FUND INSPECTION, BASELINE AND IMPACT EVALUATION STUDY OF KeNHA ROAD MAINTENANCE LEVY FUNDED PROGRAMMES FOR FY 2024/2025 - FY 2026/2027 TENDER NO. KRB/T/6/2024-2025

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

Kindly note that the tender closing/opening date remains **Monday, 9th December 2024**.

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

REQUEST FOR PROPOSALS (RFP) FOR CONSULTANCY SERVICES TO UNDERTAKE TECHNICAL & PERFORMANCE AUDITS, FUND INSPECTION, BASELINE AND IMPACT EVALUATION STUDY OF KENYA NATIONAL HIGHWAYS AUTHORITY ROAD MAINTENANCE LEVY FUNDED PROGRAMMES FROM FY 2024/2025 TO 2026/2027; TENDER NO. KRB/T/6/2024-2025

TENDER ADDENDUM NO. 2:

Addendum Item I:

Addendum Item II:

- a. Under Criterion 3 Key Experts Qualification and Competencies; amend the following:**

For Table 3.1 Projector Director (1No.) delete the following NOTES;

*** To verify the work experience of the Project Director listed in their CVs, bidders must attach reference letters and/or testimonials from previous clients. If these testimonials and/or reference letters are not attached to the CV, the unsubstantiated work experience of the Project Director will be awarded zero points.*

For Table 3.2 Technical, Performance and Fund Inspector (15 No.):

- (a) Team Leader for Technical Audit (1No.) & Highways Engineers (10No.) and (b) Team Leader for Fund Inspection (1No.) & Fund Inspectors (5No.) delete the following NOTES on both tables;***

*****To verify the work experience of the Team Leader listed in their CVs, bidders must attach reference letters and/or testimonials from previous clients. If these testimonials and/or reference letters are not attached to the CV, the unsubstantiated work experience of the Team Leader will be awarded zero points.*

Addendum Item II:

- b. Under Criterion 3 Key Experts Qualification and Competencies; amend the following:**

- (i) 3.2 Technical, Performance Audit and Fund Inspection Staff (15 No.); Table (b) Team Leader for Fund Inspection (1No.) & Fund Inspectors (5No.), replace as follows for the Team Leader and Fund Inspector.**

(b) Team Leader for Fund Inspection (1No.) & Fund Inspectors (5No.)

Area of Evaluation	Team Leader	Fund Inspector
Academic Qualification		
B. Com or Equivalent	8	10
MBA or Equivalent	3	N/A
Other relevant academic qualification(s)	1	2
Sub Total 1	12	12
Professional Qualifications		

Professional Qualification (CPA (K) or Equivalent.	6	10
Membership - ICPA (K) or Equivalent.	4	5
Practicing licence for current year	5	N/A
Other relevant professional qualification(s)	3	3
Sub Total 2	18	18
Total (Sub Totals 1+2)	30	30
General and Specific Experience		
*Years of general post graduate experience	12	10
Team Leadership experience	5	N/A
†Financial Auditing experience	36	40
Road Sector Audits experience	15	20
Sub Total 3	68	68
Experience in the Region	2	2
TOTAL MARKS	100	100
TO BE WEIGHTED TO	2.25	1.35

Notes:

* For the required years of experience per key expert, refer to **Table 4.1** of the ToR.

** The years of postgraduate experience shall be marked on a pro-rata basis.

*** Fund inspector weighted to 1.35 marks each x 5 No. Fund inspectors = 6.75 marks.

Addendum Item III:

RESPONSES TO QUESTIONS AND CLARIFICATIONS SOUGHT BY BIDDERS

SERIAL NO.	QUESTION/CLARIFICATION	RESPONSE
1.	Clarify on the provision of clause 6.2 in the Data sheet that Joint Ventures and Associations is NOT permissible in this Assignment.	<p>Clause 6.2 of the Data Sheet should be read together with Clause 12.9. The Procuring Entity seeks to engage a single firm to offer the consulting services.</p> <p>It is Bidder's responsibility to constitute the required teams and package itself as one (1) single firm which will bid for the assignment. A single firm shall be assessed, which could be either an Engineering or Financial Firm and both have been allocated equal marks under the Firm's general and specific experience.</p> <p>Emphasis in this Request for Proposal is performance of the assignment. Any modalities, agreements and arrangements for enhancing capacity and skills sets shall be the responsibility of the bidders.</p>
2.	How are the different Firms going to harness the advantages of each firm in terms of previous assignments undertaken and resources without a Joint Venture?	
3.	The firms coming together (consulting group) to present the bid each have their strengths which are not being considered in this assignment.	
4.	Key experts to be engaged are employees of other firms since they are rarely freelancers. Firms will automatically have to form joint ventures.	
5.	Are the agreements between cooperating firms required by the Procuring Entity?	
<p>The Procuring Entity requires a single firm for this assignment. The Procuring Entity shall not be party to any agreements or MoU(s) made between firms to enhance capacity and skills sets of key experts and therefore does not require</p>		

		disclosure of the same by bidders.
6.	Can the lead firm (single firm) if an engineering firm borrow the profile of a financial audit firm to supplement their profile?	The single firm bidding will be evaluated based on their engineering experience or financial audit experience, or both (if the firm is multi-disciplinary with diverse experience). Key experts will however be evaluated individually as per the detailed evaluation criteria.
7.	Can a material technologist be a member of other professional bodies other than that stated in the RFP document, i.e. Institution of Engineering Technologists.	This has been clarified by the Procuring Entity through the issuance of an addendum. A Material Technologist should be a member, Institution of Engineering Technologists & Technicians or Equivalent.
8.	There was a specific academic requirement for a sociologist without an equivalent. Can other similar equivalents be included?	This has been clarified by the Procuring Entity through the issuance of an addendum. A Sociologist should be in possession of a bachelor's degree in Sociology or Equivalent.
9.	Does electronic signature apply while key experts are signing their CVs?	Yes. However, the Firm's Authorized Representative with Power of Attorney shall not use an electronic signature.
10.	The time provided by the Procuring Entity to prepare the detailed bidding document is not sufficient. Procuring Entity should consider extending the time.	The 21 days given to the bidders is considered sufficient. However, the Procuring Entity evaluated this request and extended the bid closure date to 9th December 2024 at 12:00pm (Noon) and communicated to bidders through the issuance of an addendum.
11.	No schedule of materials tests to be undertaken during the audits was not provided for bidders to price accordingly?	This has been provided by the Procuring Entity through the issuance of an addendum (Addendum No. IV - 4.4 Confirmatory Materials Tests Expenses).
12.	Can the Procuring Entity provide recommendation letters for firms who have	Requests for such recommendations should be made officially to KRB by individual firms and shall be provided.

	done assignments for KRB previously?	
13.	There are gazetted scale of fees for some professions, e.g. the EBK rates payable for engineers. Can firms be allowed to use these rates?	The Bidders are at their liberty, prerogative and discretion to use any rates they choose as this is a competitive bidding process. The Procuring Entity has no role in the rates to be used by bidders.
14.	Five (5) points have been allocated for Fund Inspectors (5No.) with a current practicing certificate. However, under the Term of Reference Section 4 (<i>Table 4.1: Team Composition and Qualifications</i>) there is no requirement for the Fund Inspectors to have practicing certificate. Please provide clarification.	The Procuring Entity has issued an addendum clarifying that a current practicing License/certificate is NOT required for Fund inspectors.