



REPUBLIC OF KENYA
THE NATIONAL TREASURY AND ECONOMIC PLANNING

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When Replying Please Quote

Ref: TNT/014/2022 - 2023 (24)

THE NATIONAL TREASURY

P.O. BOX 30007 – 00100

NAIROBI

10th February, 2023

REF: REQUEST FOR PROPOSALS (RFP) FOR PROVISION OF CONSULTANCY SERVICES
FOR BASELINE SURVEY ON THE NATIONAL TREASURY AND ECONOMIC
PLANNING COMMUNICATION FUNCTION
TENDER NO. TNT/014/2022-2023: ADDENDUM I

The National Treasury has issued the following addendum to the Tender for Provision of Consultancy Services for Baseline Survey on the National Treasury and Economic Planning Communication Function following the virtual pre – bid conference meeting held on 9th February, 2023 at 10.00 a.m.

S/No	Requested Clarifications	Clarification
1.	<p>Section 2 (B) Data Sheet ITC Clause 22.1 other eligible and mandatory criteria No. 10</p> <p>One of the mandatory requirement is a "Duly filled, signed and stamped pre proposal conference attendance form"</p> <p>The form presented in the tender document (page 107 of 108) has sections that need to be filled by the procuring entity's representative.</p> <p>Should the bidder fill the section that apply to them and include it in the submission or shall the procuring entity's record of attendance suffice as proof of attendance of the mandatory virtual pre- tender conference?</p> <p>Is it possible for the procuring entity to</p>	<p>The Pre-Bid Conference Form Must be submitted for signature to the Head, Supply Chain Management Services, The National Treasury, Harambee Avenue, Treasury Building, 6th Floor, Room 619</p>

S/No	Requested Clarifications	Clarification
	<p>share pre- filled pre- proposal conference attendance form to the prospective bidders in attendance? Please advise?</p> <p>How do we get the signed attendance form?</p>	
2.	<p>Bid security. From our past experience this comes after the award of tender. I would request this be the case otherwise if our bid will not be successful then the bank will hold the money beyond the tender validity period.</p>	<p>The bid security is provided to secure the fulfillment of any obligation by the Tenderer during the tendering process.</p> <p>A performance security is given by the Tenderer before contract signing as a guarantee that the vendor shall fulfill its contractual obligations.</p>
3.	<p>Request for Proposal Document</p> <p>The duration of the assignment is not explicitly indicated in the tender document. This guidance would be appreciated, as it goes a long way in determining the level of effort for personnel.</p>	<p>The assignment is expected to be completed in Three (3) months [90 calendar days) from the date of contract signing</p>
4.	<p>Regarding the scope of work section 4.0 page 68</p> <p>item 2: Weekly data updates to be shared with the contract implementation team and</p> <p>item 4: Stakeholder consultations report for the Communication Baseline Survey.</p> <p>This is not included in section 7.0: Payment Plan. Please clarify?</p>	<p>Item 2: Weekly updates run throughout the assignment and these deliverable forms part of the Payment Plan assessment.</p> <p>Item 4: stakeholder consultations forms part of the annexes to the final survey findings report that shall be presented to the National Treasury and Economic Planning</p>
5.	<p>Timelines provided in section 5.0 in the Terms of Reference on page 68 indicated a period from 20th July, 2022 to 31st October 2022. Please clarify.</p>	<p>The dates from 20th July, 2022 to 31st October 2022 are expunged.</p> <p>The timelines for the assignment shall be Three (3) months [90 calendar days) from the date of contract signing</p>
6.	<p>Kindly provide the obligations of the consultants.</p>	<p>These obligations are detailed in sections 1.1, 1.2, 1.3 (page 64 & 65) sections 3.0 & 4.0 (page 68) of the Request for Proposal Document</p>
7.	<p>In the Terms of Reference section 6.0 Proposal Procedures and Components on</p>	<p>The National Treasury shall abide by the mandatory requirements on page 26 ITC</p>

S/No	Requested Clarifications	Clarification
	page 68, can this lead to disqualification if a Consultant does not submit the document in the stated format	22.1 and evaluation criteria on page 27 ITC 22.2.
8.	Should bidders include the entire tender document in the bid? Or we just submit the technical and financial proposal separately?	Consultants are expected to also submit the entire Request for Proposal Document while submitting their technical proposals.

All the other terms and conditions remain the same.



HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
FOR: PRINCIPAL SECRETARY / NATIONAL TREASURY

