



REPUBLIC OF KENYA

THE NATIONAL TREASURY AND ECONOMIC PLANNING

Telegraphic Address: 22921

Finance - Nairobi

FAX NO. 310833

Telephone: +254 2252299

Website: www.treasury.go.ke

When Replying Please Quote

Ref: TNT/026/2022-2023 (17)

THE NATIONAL TREASURY

P.O. BOX 30007 – 00100

NAIROBI

14th April, 2023

REF: TENDER FOR PROVISION OF CONSULTANCY SERVICE FOR THE DEVELOPMENT OF AN ELECTRONIC GOVERNMENT PROCUREMENT STAKEHOLDER MANAGEMENT (COMMUNICATION, CHANGE MANAGEMENT AND BRANDING) STRATEGY
TENDER NO. TNT/026/2022-2023
ADDENDUM I

The National Treasury has issued the following addendum to the Tender for Supply and Delivery for Development of an Electronic Government Procurement Stakeholder Management (Communication, Change Management and Branding) Strategy following a virtual pre bid meeting held on 11th April, 2023 at 10.00 a.m.

S/No	Requested Clarifications	Clarification
1.	Must all the tender documents be serialized or a table of contents should suffice too? This is because different attachments are already numbered.	The tender documents submitted including copies must be chronologically serialized on all pages as required in the tender document. Tables of contents shall not suffice.
2.	Mandatory Requirement on Tender Security	Changed to: Provide an Original Tender Security from a Reputable Bank or by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Public Procurement Regulatory Authority in Kenya valid for 30 days beyond the Tender Validity period. Tenderers who submits an online

S/No	Requested Clarifications	Clarification
		acquired Tender Security must provide an online portal or a QR code from the issuing bank or insurance company for verification of such Tender Security
3.	<p>How do we get the Pre-Bid Conference form?</p> <p>Which form is required to be signed Please clarify on the form please?</p> <p>Also, indicate the email address to submit the form</p>	<p>The Form can be downloaded from the tender document, filled and presented to the National Treasury Procurement Office for Signing and Stamping.</p> <p>Tenderers may also submit the Pre-Bid Conference form through email: procurement@treasury.go.ke for signature and stamping.</p> <p>This shall only be signed and stamped for those who attended the pre bid conference meeting.</p>
4.	<p>We were not able to attend the virtual pre-proposal conference held on Tuesday 11th April, 2023 at 10.00 a.m.</p> <p>Kindly clarify if we are still eligible to participate in this bid and if so, would you consider holding another virtual meeting of similar nature.</p>	<p>The virtual pre bid meeting was mandatory as indicated in the tender document.</p> <p>Tenderer who did not attend the virtual pre-bid conference are therefore not eligible to participate in this bid.</p>
5.	<p>The tender document specifically says that any questions can be raised up to 3 days before opening</p>	<p>All questions shall be responded to up to three (3) days before the tender closing date.</p> <p>ITC 13.1 of tender data sheet in page 23 of tender documents is amended to read as follows:</p> <p><i>Clarifications may be requested no later than three (3) days prior to the submission deadline.</i></p>
6.	<p>Terms of Reference-Deliverables: Page 69-70 Item 6: Training of e-GP staff (15 No.) on media engagement and public relations and implementation of e-GP change management plan and</p> <p>GCC Clause 40.2-page 96</p>	<p>Payment schedule to read as follows:</p> <p><i>Ten percent (10) % upon submission and approval of training report of e-GP staff (15 No.) on media engagement and public relations and implementation of e-GP change management plan.</i></p>

S/No	Requested Clarifications	Clarification
		<p>Payment schedule No. 4 of page 96 to read as follows:</p> <p><i>Ten percent (10) % upon submission and approval of training report of e-GP staff (15 No.) on media engagement and public relations and implementation of e-GP change management plan.</i></p>
7.	<p>ITC 22.2 of tender the document</p> <p>The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals:</p>	<p>The Technical Evaluation criteria has been amended as indicated below:</p> <p>Amendment of the Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals</p>

All the other terms and conditions remain the same.



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

Amendments of the Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals:

S/no.	Section in tender document	Amendments
1.	ITC 22.2 of tender document(page 27)- <i>General Experience</i>	<p>The firm should have been in existence for at least eight (8) years and <i>with experience</i> in <i>either</i> change management; communications management; media management; brand management; and research and policy.</p> <p><i>(Applicable to each party/member to a consortium in case of a joint venture)</i></p>
2.	ITC 22.2 of tender document(page 27)- <i>Specific Experience</i>	<p>The firm should have developed and implemented at least three (3) strategies: either a communication and branding strategy or change management strategy for organizations either in public, private and/or international organizations <i>within the last 6 years with a minimum contract value of Kes 5,000,000</i>. At least one (1) of the strategies should be for a public sector or international organizations:</p> <p><i>Must</i> attach documentary evidence i.e., Copies of contract/LPO/LSO – Completion certificates with recommendation letters of referenced projects- NB: Recommendation letter should have the contact details of the references (telephone number, postal address, permanent address and email address).</p> <p>Each assignment has a maximum of 3 Marks</p> <p>2. Valid certificate showing membership and/or partnerships to a relevant professional Association <i>(3 marks)</i></p> <p><i>(This evaluation criteria is applicable to each party/member to a consortium in case of a joint venture)</i></p>
3.	ITC 22.2 of tender document- <i>Section C Qualifications and competence of the key staff for the assignment</i> (page 30)-	<p>Technical Support: is amended to read as follows:</p> <p><i>Change Management (2 No.)</i></p>
4.	ITC 22.2 of tender document- <i>Section D Financial Capability</i>	<p>Financial Capability to read as follows:</p>

S/no.	Section in tender document	Amendments
	(page 30)-	<p>Submission of audited Financial Statements for the last Three [3] years (2019,2020,2021)</p> <p>to demonstrate the current soundness of the Tenderers financial performance and its prospective long-term profitability. The Tenderer must demonstrate availability of liquid assets.</p> <p>Liquidity ratio (Current Assets / Current Liabilities). Liquidity ratio equal to 1.2 – 2.0 - <i>2 marks</i></p> <p>Lines of credit; Attach letter from the Bank on availability of Credit / Overdraft – <i>2 marks</i></p>

