



**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](http://www.treasury.go.ke)

THE NATIONAL TREASURY  
P.O. BOX 30007 – 00100  
NAIROBI

When Replying Please Quote

Ref: PPPD/O&S/RFP/04/2024-2025

10<sup>th</sup> March, 2025

**REF: REQUEST FOR PROPOSALS (RFP) FOR PROVISION OF CONSULTANCY SERVICES FOR CONDUCTING DUE DILIGENCE OF PRIVATE PARTY SUBMITTING A PRIVATELY INITIATED PROPOSAL OR SHORTLISTED COMPETITIVE BIDDER**

**RFP NO. PPPD/O&S/RFP/04/2024-2025**

**ADDENDUM I**

The National Treasury and Economic Planning, through has issued an addendum to the Request for Proposals (RFP) for Provision of Consultancy Services for conducting due diligence of private party submitting a privately initiated proposal or shortlisted competitive bidder.

S/No	Clarification	Remarks
1.	For a Joint venture, should both parties provide their audited account information? Clarify what should be provided by both parties.	All mandatory documents, including audited accounts, must be submitted for all parties involved. Each member of the Joint Venture (JV) is required to meet the qualification criteria individually, with the collaboration aimed at leveraging technical

S/No	Clarification	Remarks
		expertise or financial capacity.
2.	On the specific experience on pages 29 & 30 requests for reference letters, please clarify the difference between similar experience across multiple geographies with offices in different locations and experience working in sub-Saharan Africa and Kenya.	Similar experience across multiple geographies requires demonstration of experience of having conducted the subject assignment in many geographies. The bidder should provide evidence that it has offices in different locations directly belonging to the bidder or through affiliations.
3.	For the consultant's experiences, clarify if we can provide a recommendation letter if we are unable to provide the form of contract/PO/Performance certificate? "The Consultant shall substantiate their claimed experience by presenting copies of relevant documents such as the form of contract (not the whole contract), purchase order, service order, performance certificate, etc.; which shall be included in the proposal as part of Form Tech 7 Mandatory Documentary Evidence."	A recommendation or reference letter is sufficient, provided it includes the client's contact details, such as telephone number, postal address, physical address, and email address confirming the assignment was delivered satisfactorily.
4.	What is meant by that number of due diligence exercises?  Is it that for each private party in the PIP will be doing a number of diligence exercises for that private party?	The number of exercises refers to the total assignments or private parties for which due diligence is required. In this case, there are 12 assignments in total, with each assignment conducted in accordance with the defined scope.
5.	If a firm or consortium is deemed qualified, does that mean they will be responsible for conducting due diligence exercises for all 12 assignments?	Yes, upon award, the firm will be responsible for conducting due diligence on all twelve (12) assignments.

S/No	Clarification	Remarks
6.	<p>If a firm is successful in the due diligence process, would this create a conflict of interest in representing other parties?</p> <p>Specifically, would the firm be conflicted if engaged by lenders for the same projects? Or if the firm has previously assisted clients in submitting PIPs, would this restrict them from acting for lenders financing approved PIPs?</p> <p>The key concern is whether conducting PIP due diligence (PIPDD) prohibits or conflicts with the firm's ability to represent prospective lenders interested in financing these projects.</p>	Yes. This would be a conflict of interest if the firm acts for the other party or engaged by lenders for the same project.
7.	Do how does the firm get to deal or to act in a scenario whereby they are conflicted?	The firm needs to recuse itself from conducting the due diligence.
8.	In cases where the companies are located outside the country, are we still required to conduct a site visit as part of the process.	Yes. However, this will depend on the availability of resources for the site visit. Should the resources not allow, then each case will be dealt on its own merit.
9.	<p>Financial Proposal Clarification</p> <p>The costs outlined in the financial proposal may vary depending on the nature of the organization. In the absence of specific details, could you provide guidance on the recommended approach to ensure an accurate and fair cost estimation?</p> <p>Given that the financial proposal template includes various cost components such as disbursements, transport, accommodation, and per diem—which are subject to regional differences—how should these variations be factored into the proposal?</p>	<p>The bidders should provide at least five hypothetical scenarios on the computation with all possible cost components.</p> <p>See attached Forms 14 FIN-2 Summary of costs for the four categories.</p>
10.	The timeframe within which queries can be submitted.	Queries should be submitted at least seven days before the closure to allow sufficient time for responses.
11.	Would it be possible to grant an extension for responding to the tender due to the	The tender closing date has been rescheduled from 19 <sup>th</sup>

S/No	Clarification	Remarks
	clarifications requested?	March, 2025 to 31 <sup>st</sup> March, 2025 at 11:00 AM.

All other terms and conditions remain the same.

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