



**PRE-QUALIFICATION OF SERVICE  
PROVIDERS FOR VARIOUS  
CONSULTANCIES  
FOR THE PERIOD 2010 - 2012**

**KRA/HQS/PQC: 001-004/2009 – 2010**

**TIMES TOWER BUILDING  
P.O. BOX 48240 – 00100  
TEL: +254 02 310900  
FAX: +254 02 215809  
NAIROBI, KENYA.  
Website: [www.kra.go.ke](http://www.kra.go.ke)**

**JANUARY 2010**

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The Kenya Revenue Authority invites sealed applications from eligible candidates for purposes of pre-qualifying providers for various Consultancy Services for the period 2010 to 2012:

CODE	CATEGORY REFERENCE	CATEGORY DESCRIPTION
		<b>CONSULTANCY SERVICES</b>
C-1	KRA/PQC/001	Environmental Impact Assessment.
C-2	KRA/PQC/002	Property Valuation and Management Services.
C-3	KRA/PQC/003	Provision of HR Training and Development/Recruitment/HR Consulting Services.
C-4	KRA/PQC/004	Research and Market Surveys

Interested eligible firms may obtain further information and inspect pre-qualification documents at the office of the:

**Deputy Commissioner-Procurement & Supplies Services**  
**Times Tower Building, 25<sup>th</sup> Floor,**  
**P.O Box 48240– 00100 GPO,**  
**Tel. +254 020 310900**  
**Fax No. +254 020 215809**  
**Nairobi, Kenya.**  
**website: [www.kra.go.ke](http://www.kra.go.ke)**

A complete set of the pre-qualification documents may be obtained by interested candidates upon payment of a non-refundable fee of Kshs.2,000.00 **per category** paid in cash or Bankers Cheque at any of the KRA regional offices or download the document from the KRA website and pay a reduced fee of Kshs.1,000.00 **per category** at any of the KRA offices and submit proof of payment together with the Pre-qualification Document.

**Bidders who participated in Pre-Qualification Tender No KRA/HQS/007/2008-2009 may collect one bid document free of charge for one category but will be required to purchase documents for any other category.**

Pre-Qualification documents must be submitted in plain sealed envelopes clearly marked **“Prequalification of Providers for Consultancy Services: KRA/PQC:CATEGORY NO./2009-2010”** with the category reference number accompanied with the original payment receipt and deposited in the Tender Box located on the Ground Floor, Times Tower Building, Haile Selassie Avenue, Nairobi or be addressed to the Commissioner General, Kenya Revenue Authority, Times Tower Building, P.O Box 48240 -00100 Nairobi so as to be received on or before **Monday 15<sup>th</sup> February, 2010 at 10.00 am**

Applications for Pre-Qualification will be opened immediately thereafter in the Convention Centre on the **5<sup>th</sup> floor, Times Tower Building** in the presence of candidates’ representatives, who choose to attend.

Completed Prequalification documents for each category should be submitted in plain sealed envelopes and clearly marked “**Pre-qualification of Providers for Consultancy Services -KRA/PQC:CATEGORY NO./2009-2010**” and addressed to:

**The Commissioner General,  
Kenya Revenue Authority,  
Times Tower,  
P.O Box 48240 – 00100 GPO,  
Nairobi.**

A pre-bid Briefing will be held on **Wednesday 3<sup>rd</sup> February, 2010 at 10:00 a.m.** in the Convention Centre 5th Floor of Times Tower Building. Interested bidders are invited to attend.

Kenya Revenue Authority reserves the right to accept or reject the applications and is not obliged to assign reasons for its decision thereof.

**Any canvassing or giving of false information will lead to automatic disqualification.**

## SECTION I. INFORMATION TO CANDIDATES

### INTRODUCTION

- 1.1. Kenya Revenue Authority (KRA) will pre-qualify and enlist prospective bidders for provision of various Services and Consultancies from among those who will have submitted their pre-qualification documents, in accordance with the pre-qualification requirements to undertake the assignments described herein for 2 years.
- 1.2. The Pre-qualification Tender document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.3. KRA does not bind itself for provision of any service but shall endeavor to ensure tenderers for the provision of various services and consultancies will be treated equitably.
- 1.4. Applicants will be informed in writing of the results of the application, without assigning any reason for KRA's decision thereof.
- 1.5. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.6. It is KRA's policy to require that Tenderers observe the highest standard of ethics during selection and execution of such contracts. In pursuance of this policy, KRA:
  - a) defines, for the purpose of this provision, the terms set forth below as follows:
    - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
    - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
  - (b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
  - (c) Will declare a Tender ineligible, for pre-qualification if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
  - (d) Will have the right to examine financial records relating to the performance of such services to determine capability.

(e) Will have the right to inspect the business premises of the tenderer.

- 1.8 Tenderers shall furnish information as described in the pre-qualification tender document.
- 1.9 Tenderers shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

## **2. DOCUMENTS COMPRISING THE REQUEST FOR PRE-QUALIFICATION**

- 2.1 Tenderers may request a clarification on the Tender Pre-qualification document up to seven (7) days before the Tender submission date. Any request for clarification must be sent in writing by mail, facsimile or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

## **3 PREPARATION OF TENDER DOCUMENTS**

- 3.1 Tenderers are requested to submit a Tender written in English language.
- 3.2 Tenderers are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.
- 3.3 Tenderers are required to meet the Pre-Qualification criteria stipulated in Section 2. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.
- 3.4 The pre-qualification documents shall not include any financial proposal information other than audited accounts for the last 2 years.

### **3.5 Period of Validity**

The request for pre-qualification must remain valid for not less than 120 days from the date of submission.

KRA will make best effort to complete the evaluation and communicate within this period.

## **4 SUBMISSION, RECEIPT, AND OPENING OF PRE-QUALIFICATIONS**

- 4.1 The original Pre-qualification Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person or persons who sign(s) the Pre-qualification Document.

- 4.2 An authorized representative of the Applicants should initial all pages of the tender document.
- 4.3 The Pre-qualification document should be prepared and submitted in **2 (two) copies** in a plain sealed envelope marked:

**“PRE-QUALIFICATION OF PROVIDERS FOR VARIOUS CONSULTANCY SERVICES”**

And delivered to:

**The Commissioner General  
Kenya Revenue Authority  
Times Tower Building  
Haile Selassie Avenue  
P.O Box 48240-00100  
NAIROBI, KENYA**

**4.4 Deadline for Submission**

The closing time for the submission of the Pre-Qualification Document shall be **15<sup>th</sup> February 2010 at 10.00 am.** and shall be sent to the above address. Pre-Qualification Document shall be marked on top **"DO NOT OPEN BEFORE 15<sup>th</sup> FEBRUARY 2010 at 10.00 am"**

**4.5 Late Submission**

Any Pre-Qualification Document received after the deadline pursuant to clause 4.4 shall be rejected as a late tender and shall not be considered.

**4.6 Tender Opening And Evaluation**

- 4.6.1 A committee of officials shall open the Applications immediately after the closing time for submission of the Pre-Qualification Document.
- 4.6.2 Kenya Revenue Authority will prepare a record of the Pre-Qualification Document opening.

**5 PRE-QUALIFICATION EVALUATION**

**(a) Mandatory Requirements For Pre-Qualification**

- (i) Pre-qualification Submission Form.
- (ii) A copy of Certificate of Registration/Incorporation.
- (iii) Three letters of recommendation from your corporate clients.
- (iv) Tax compliance certificate.
- (v) Duly Completed Confidential Pre-qualification Business Questionnaire.

- (vi) Sworn Anti-Corruption Affidavit.
- (vii) Evidence of physical address and premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title).
- (viii) Two years audited accounts and or 6 months current bank statements.
- (ix) A signed statement that the bidder is not debarred from participating in public procurement.

**NB: Attach all the above documents**

**(b) General Requirements**

- 5.1 KRA will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.
- 5.2 Applicants shall not contact KRA on the matter relating to their Pre-Qualification Document from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Applicant to influence KRA in the Pre-Qualification Document evaluation shall result in the rejection of their application.
- 5.3 Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's legal status, general and particular experience, personnel and financial position as demonstrated by the responses in the attached forms.
- 5.4 The applicants should have registered offices and KRA reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.
- 5.5 Applicants who qualify according to the selection criteria will be invited to submit their quotations for the provision of various services as and when required for 2 years.
- 5.6 KRA reserves the right to accept or reject any or all Pre-Qualification Documents without the obligation to assign any reason (s) for its decision thereof.

**5.7 Litigation**

Applicants must disclose any current litigation involving the firm.

**5.8 Evaluation Criteria**

The points given to evaluation criteria are as per the following evaluation criteria matrix.

<b>EVALUATION MATRIX</b>					
	<b>Evaluation Attribute</b>	<b>Evaluation Parameters</b>	<b>Weighted %</b>	<b>Maximum Score %</b>	<b>Cut off Score %</b>
1	Mandatory Requirements:	Full Submission	<b>25</b>	<b>25</b>	<b>25</b>
A	Pre-qualification Submission Form	Mandatory			
B	A copy of Certificate of Registration/Incorporation.	Mandatory			
c	Three letters of recommendation from your current corporate clients.	Mandatory			
D	Tax compliance certificate.	Mandatory			
E	Duly Completed Confidential Pre-qualification Business Questionnaire.	Mandatory			
F	Sworn Anti-Corruption Affidavit.	Mandatory			
G	Evidence of physical address and premises (attach copies of utility bills e.g. electricity/water or lease agreement/Title)	Mandatory			
H	Two (2) years audited accounts and or six (6) months current bank statements.	Mandatory			
2	Period of Operation (attach certified copy of certificate of Business registration/Certificate of Incorporation).	- Over 5 Yrs - 3 to 5 Yrs - 6 months < 3 Yrs	- 20 - 15 - 10	<b>20</b>	<b>10</b>
3	Orders from leading customers in terms of value (attach copies of LSO from at least three customers).	- Over Kshs.2 M - Over 1million - Below Kshs.1M but above Kshs.30,000.00	- 25 - 15 - 10	<b>25</b>	<b>10</b>

4	Audited financial statements for the last two years or where the business has been in operation for less than 2 years <b>Certified Management Accounts</b> by a Certified Accountant.		5	5	2.5
5	Certified copies of Six (6) months Current Bank Statements.		5	5	2.5
6	Number of qualified staff – Diploma & above, professional certification where applicable (attach certified Curriculum Vitae of qualified staff who will deal with KRA).	- Over 4 staff - 3 staff - 2 staff	- 20 - 15 - 10	<b>20</b>	<b>10</b>
<b>TOTAL SCORE</b>				<b>100%</b>	<b>60 %</b>

MINIMUM QUALIFYING SCORE IS 60 %.

## 6 CONFIDENTIALITY

- 6.1 Information relating to evaluation of Pre-Qualification Documents and recommendations concerning pre-qualification shall not be disclosed to the Applicants until the pre-qualified firms have been advised accordingly.

# SECTION 2

## PRE-QUALIFICATION SUBMISSION FORM

Date \_\_\_\_\_

Pre-qualification No. \_\_\_\_\_

To: The Commissioner General

Kenya Revenue Authority

Times Tower Building

Haile Selassie Avenue

P.O Box 48240-00100

Nairobi, Kenya

Gentlemen and/or Ladies:

1. Having examined the Pre-qualification documents including Addenda Nos. ...the receipt of which is hereby duly acknowledged, We, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our Pre-qualification Document

2. Our Pre-qualification is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

3. We understand that you are not bound to accept any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

**CONFIDENTIAL PRE-QUALIFICATION BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business; and Part 3.

***You are advised that it is a serious offence to give false information on this form.***

<b>Part 1 – General</b>	
1.1	Business Name .....
1.2	Location of Business Premises. .....
1.3	Plot No..... Street/Road Postal Address .....
	Tel No. .... Fax ..... E mail .....
1.4	Nature of Business ,.....
1.5	Registration Certificate No. .....
1.6	Maximum Value of Business which you can handle at any one time – Kshs.....
1.7	Name of your Bankers .....Branch .....
<b>Part 2 (a) – Sole Proprietor</b>	
2a.1	Your Name in Full ..... Age .....
2a.2	Nationality ..... Country of Origin ..... <ul style="list-style-type: none"> <li>• Citizenship Details ..... .....</li> </ul>

**Part 2 (b) Partnership**

2b.1 Given details of Partners as follows:

2b.2	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1	.....	.....	.....	.....
2	.....	.....	.....	.....
3	.....	.....	.....	.....
4	.....	.....	.....	.....

**Part 2 (c) – Registered Company**

2c.1 Private or Public  
.....  
.....

2c.2 State the Nominal and Issued Capital of Company-  
Nominal Kshs. ....  
Issued Kshs. ....

2c.3 Given details of all Directors as follows

	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
1	.....	.....	.....	.....
2	.....	.....	.....	.....
3	.....	.....	.....	.....
4	.....	.....	.....	.....
5	.....	.....	.....	.....

**Part 3 – Eligibility Status**

3.1 Are you related to an Employee, Committee Member or Board Member of Kenya Revenue Authority? Yes \_\_\_\_\_ No \_\_\_\_\_

3.2 If answer in '3.1' is **YES** give the relationship.  
.....

.....  
.....  
.....  
3.3 Does an Employee, Committee Member, Board Member of Kenya Revenue Authority sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes \_\_\_\_\_ No \_\_\_\_\_

3.4 If answer in '3.3' above is **YES** give details.

.....  
.....  
.....  
.....  
.....

3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of it's affiliates that have been engaged by Kenya Revenue Authority to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes \_\_\_\_\_ No \_\_\_\_\_

3.6 If answer in '3.5' above is **YES** give details.

.....  
.....  
.....  
.....  
.....

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES \_\_\_\_\_ No \_\_\_\_\_

3.8 If answer in '3.7' above is **YES** give details:

.....  
.....  
.....  
.....

3.9 Have you offered or given anything of value to influence the procurement process? Yes \_\_\_\_\_ No \_\_\_\_\_

3.10 If answer in '3.8' above is **YES** give details

.....  
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.....  
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.....  
.....

I / We DECLARE that the information given on this form is correct to the best of my/our knowledge and belief and that I/We give KRA authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

Date .....Signature of Candidate  
.....

- If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

# ANTI CORRUPTION AFFIDAVIT FORM



## REPUBLIC OF KENYA

### IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT

### CHAPTER 15 OF THE LAWS OF KENYA

### AND

### IN THE MATTER OF THE PUBLIC PROCUREMENT AND DISPOSAL

### ACT, NO. 3 OF 2005.

I, ..... of P. O. Box ..... being a resident of ..... in the Republic of Kenya do hereby make oath and state as follows: -

- 1. THAT** I am the.....; (Chief Executive/Managing Director/Principal Officer /Director) of .....(Name of the Business) which is a Candidate in respect of Tender Number ..... to supply goods, render services and/or carry out works for Kenya Revenue Authority and duly authorized and competent to make this Affidavit.
- 2. THAT** the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management,

Staff and/or employees and/or agents of Kenya Revenue Authority, which is the procuring entity.

- 3. **THAT** the aforesaid Candidate, its servant(s) and/or agent(s) have not been offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of Kenya Revenue Authority.
- 4. **THAT** the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.
- 5. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

**SWORN at ..... by the said}**

.....}

}

on this ..... day of ..... 20... }

}

}

\_\_\_\_\_  
**DEPONENT**

Before me }

Commissioner for Oaths }

**NATURE OF BUSINESS**

DEFINATION OF BUSINESS .....

Indicate whether sole proprietor, Company or partnership

Specify and give descriptive details of the goods/services you wish to render (Select from list in Appendix A)

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**Indicate whether Manufacturers, Distributor, Retailer, Dealer or Agent, Contractor etc. If not a manufacturer, attach a letter of authorization for the dealership, agency etc.**

# **DISCLOSURE**

## **ASSOCIATE COMPANIES**

A)..... (E).....

B)..... (F) .....

C) ..... (G) .....

D) ..... (H) .....

NUMBER OF STAFF EMPLOYED (1) TECHNICAL .....

(2) SEMI -SKILLED .....

(Attach Organization Chart and CVs)

PERIOD IN BUSINESS .....

## **OTHER ORGANIZATIONS/COMPANIES WHERE YOU SUPPLY**

A) .....

A) .....

B) .....

C) .....

D) .....

Give their full address and the range of items you supply

(This may be done on a separate sheet)

Name(s) of Banker(s) .....

.....

Account Number (s).....

## **TERMS OF PAYMENT**

Our Payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance of goods/services.

RANGE OF PRODUCTS/SERVICES YOU SPECIALISE IN

.....  
.....  
.....  
.....

HAVE YOU PREVIOUSLY BEEN SUPPLYING GOODS TO KENYA REVENUE AUTHORITY

IF YES, WHICH MATERIALS

.....  
.....  
.....  
.....  
.....  
.....  
.....

INDICATE THREE OF OUR LATEST ORDERS:

.....  
.....  
.....

DO YOU HAVE ANY PENDING ORDERS WITH US? IF SO GIVE DETAILS

.....  
.....  
.....

HAVE YOU EVER FAILED TO HONOUR OUR LPO? IF SO GIVE DETAILS

.....

HAVE YOU EVER BEEN BLACKLISTED BY KENYA REVENUE AUTHORITY?

YES..... NO .....

**CONFLICT OF INTEREST DISCLOSURE**

We/I the undersigned state that I have no conflict of interest in relation to this procurement

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this ..... day of .....2009

Suppliers/Company's rubber Stamp .....

**CRIMINAL OFFENCE DISCLOSURE**

**I/WE NAME OF DIRECTOR/DIRECTORS: -**

A)..... (B) .....

have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings.

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this ..... day of .....2009

Suppliers/Company's rubber Stamp .....

**PART B (TO BE COMPLETED BY TENDERER’S PRINCIPAL OFFICER)**

**Format of Curriculum Vitae (CV) for Principal Officer and Five (5) Key Staff**

Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies (if any): \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. }

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees/diplomas obtained }

\_\_\_\_\_  
\_\_\_\_\_

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Employment Record:

{ Starting with present position, list in reverse order every employment held. List all positions held by staff members since graduation, giving dates, names of employing organization, title of position held and location of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. }

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Languages:

{ Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor. }

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CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, these bio data correctly describe me, my qualifications and my experience.

\_\_\_\_\_  
Signature of Staff Member or authorized official from the firm

Date: \_\_\_\_\_

In the table below, please indicate as appropriate the Region(s) where you wish to be considered for supply of the various goods.

<b>REGION</b>	<b>LOCATION OF REGIONAL OFFICE</b>	<b>CLOSEST LOCATION OF SERVICE/SUPPLY CENTRE</b>	<b>TICK AREA OF INTEREST AS APPROPRIATE</b>
KRA Headquarters	Times Tower Building, 25 <sup>th</sup> Floor	Nairobi	
Southern Region	Customs House, 3 <sup>rd</sup> Floor	Mombasa	
Western Region	Swan Centre Building , 2 <sup>nd</sup> Floor	Kisumu	
Rift Valley Region	Kiptagich House, 2 <sup>nd</sup> Floor	Eldoret	
Northern Region	Wanjiru Centre Building 3 <sup>rd</sup> Floor	Embu	
Central Region	Premier Plaza 2 <sup>nd</sup> Floor	Nyeri	