



KENYA INSTITUTE OF SUPPLIES EXAMINATION BOARD

KISM Towers, 11th Fl|Ngong Road|P.O. Box 22873-00505 NBI, Kenya|examinations@kiseb.or.ke

Tel: 0705 244828 | Mobile: 0721 244828 | 0726 244828 | 0769 878228 | www.kiseb.or.ke

March 19th, 2021

Dear Sir/Madam,

CLARIFICATION AND ADDENDUM NO.1 FOR TENDER NO. KISEB/RFP/02/2021 FOR PROVISION OF ENTERPRISE RESOURCE PLANNING (ERP) UPGRADE

IMPORTANT: Tenderers are required to acknowledge this tender clarification/addendum prior to the tender closing date. Acknowledgements must be sent via email to tenders@kiseb.or.ke prior to the Closing Date of the tender.

This addendum forms an integral part of the tender document and will therefore be considered at the evaluation stage. It contains specific tender document technical specifications that have been amended as a result of clarifications sought by writing to tenders@kiseb.or.ke

Further to the Request for Proposal **REF: TENDER NO. KISEB/RFP/02/2021:**

Tenderers are advised of the following change(s) or clarification(s) to the tender documents.

Bidder's query	Response/ clarification/amendment
Impact of litigation statement signed by Commissioner of Oaths (As per template provided by KISEB)	Submit a statement in the bidder's letter head declaring of any pending litigation issues either for or against the company
Please send KISEB Form 3: Client Reference Form.	Attach recommendation/reference letters from clients
Anti-Corruption Form/Self-Declaration form	Annexed Anti-Corruption Form must be attached to the tender documents.
10% Tender Performance Security. 3.6 Performance security 3.6.1 Within fourteen (14) days of receipt of the notification of contract award, the successful tenderer shall furnish to KISEB the performance security of 2% of the contract value in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya in the form provided in the tender document or any other form acceptable to KISEB.	3.6 Performance security 3.6.1 Within fourteen (14) days of receipt of the notification of contract award, the successful tenderer shall furnish to KISEB the performance security of 10% of the contract value in the form of a bank guarantee or a bank draft issued by a reputable bank located in Kenya in the form provided in the tender document or any other form acceptable to KISEB Annexed Performance Security Form must be attached to the tender documents.

Procurement Administrative Review Board Application Form	The annexed procurement administrative review board application form must be attached to the tender documents.
Current ICT Environment	The Board currently uses Navision 2013
Tender Security There is no mention of submission of a Tender Security nor its validity period. Kindly but urgently clarify and communicate the same	Tender Security is not applicable

EXTENSION OF TENDER SUBMISSION DATE

In continuation to the tender advertisement dated 9th March, 2021 for the subject matter where the date for submission of Tenders was given as Monday 22nd March 2021. The Kenya Institute of Supplies Examination Board in consideration of the clarifications/amendments above hereby extends the tender submission date to provide bidders ample time to respond.

The final date of submission of tender has consequently changed to Wednesday 24th March, 2021.

All other terms and conditions remain unchanged.

ANNEXED STANDARD FORMS

PERFORMANCE SECURITY FORM

To

[Name of procuring entity]

WHEREAS *[name of tenderer]* (hereinafter called "the tenderer") has undertaken , in pursuance of Contract No. _____ *[reference number of the contract]* dated _____ 20 _____ to _____ supply *[description of goods]* (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of *[amount of the guarantee in words and figure]* and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 _____

Signed and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

SUPPLIER’S SELF DECLARATION:

SELF DECLARATION THAT THE PERSON/ TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I.....of P.O Boxbeing a resident ofin the Republic ofdo hereby
Make a statement as follows;

1. That I am the Chief Executive/ Managing Director/ Principal officer/ Director of.....(insert the name of the Company) who is a bidder in respect of Tender No.....for.....(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servant and / or agents/ subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board , Management , Staff and /or employees and/or agents of.....(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder , its servant and/or agents/subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents(name of the procuring entity)
4. THAT the aforesaid Bidder will not engage/has not engaged in any corruptive practice with other bidders participating in the subject tender.
5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

Title:.....Signature.....Date:.....

Bidder’s Official Stamp

REPUBLIC OF KENYA PUBLIC
PROCUREMENT ADMINISTRATIVE REVIEW BOARD APPLICATION

NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (Procuring Entity) Request for review of the
decision of the..... (Name of the Procuring Entity) ofdated the...day of
.....20.....in the matter of Tender No.....of20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public
Procurement Administrative Review Board to review the whole/part of the above mentioned

decision on the following grounds, namely:-

- 1.
2. etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
2. etc.

SIGNED(Applicant) Dated on.....day of/...20... FOR
OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review
Board on day of20..... SIGNED Board Secretary