



REPUBLIC OF KENYA
THE NATIONAL TREASURY AND PLANNING

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When Replying Please Quote
Ref: TNT/014/2020 – 2021 (05)

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

5th November, 2020

To All Bidders

**REF: TENDER FOR LEASING OF MOTOR VEHICLES (PHASE VI)
TENDER NO. TNT/014/2020-2021: ADDENDUM I**

The National Treasury has issued the attached addendum to the Tender for Leasing of Motor Vehicles (Phase VI) following the virtual pre-bid conference meeting held on 3rd November 2020 at 10.00 a.m.

All the other terms and conditions remain the same.

A handwritten signature in blue ink, appearing to be 'K. M. M.', written over a horizontal line.

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

S/No	Request	Clarification
	<p>That you kindly consider extending tender opening from 17th Nov 2020 to 30th Nov 2020 because of the following reasons:</p> <ol style="list-style-type: none"> 1. The scope of this tender is much wider compared to the previous ones and therefore requires a lot of analysis, time and resources to enable us comprehensively respond. 2. A bit of time was lost given that tender was advertised on 27th Oct but was only uploaded on 30th Oct 2020. 3. That some of the issues raised during the pre-bid conference will still need to be clarified through an addendum. 	<p>The Tender shall not be extended. Closing dated is Tuesday 17th November, 2020 at 11.00 a.m.</p>
1.	<p>The requirement to have all copies certified by a commissioner of Oaths; is it possible to have a letter from a commissioner of Oaths confirming that they have reviewed all the copies other than having them sign on each and every copy?</p>	<p>Copies MUST be certified by a commissioner of Oaths. There are specific certificates that require certification and not the copies of the whole Tender Document</p>
2.	<p>Kindly, is it possible to provide us with a contact person and number at the secretariat to call for any quick clarification?</p> <p>Clarifications on the tender numbers</p>	<p>No. All clarifications should be done in writing and send via Email procurement@treasury.go.ke</p> <p>The Tender Number is TNT/014/2020 – 2021 for the Tender for leasing of Motor Vehicles (Phase VI)</p>

Clarification	
S/No	Request
3.	<p>On page 39 of the bid document, is it possible to reduce the size and term of the Performance bond? The bid documents a performance bond of 10% of the contract sum for the duration of the lease term and can be recalled should there be infringement/deviation from the execution of the training calendar/commitment made as presented during the tendering process.</p>
4.	<p>On page 45 of the bid document the Contract shall be for a period of four (4) years renewable annually subject to satisfactory performance assessment by the Contract Implementation Team (CIT)</p>
5.	<p>Clarification on what is meant by award on LOT basis</p>

Bidders shall submit a Performance bond equivalent to 10% of the contract sum to be provided annually and not once for Four (4) years

The contract period shall be for Four (4) years to be renewed annually subject to the Contract Implementation Team's recommendation for renewal and Accounting Officer's approval.

The Procuring Entity shall undertake Monitoring and Evaluation quarterly/bi-annually during the lease period and the same shall form part of the recommendation for renewal/termination.

Page 39 of the bid document under ITT 2.25.1 provides that Bidders can bid for all LOTs, but no single firm shall be awarded more than **One (1 No.) Item** in the following **LOTS**.

- i. LOT 2a & 2b.
- ii. LOT 3a & 3b
- iii. LOT 4a, 4b & 4c
- iv. LOT 6a & 6b
- v. LOT 8a & 8b
- vi. LOT 10a & 10b

If only Two (2 No.) bidders are responsive in a lot with three items, the bidder with the highest technical and financial scores will be considered for Two (2 No) Items.

S/No	Request	Clarification					
		<p>Bidders shall be awarded a maximum of One (1) Item Per LOT.</p> <p>In case only One (1) bidder is responsive in a LOT then all the Items in that LOT will be awarded to the responsive bidder.</p> <p>Award Criteria: the Bidder with the highest combined Technical and Financial scores will be awarded.</p>					
6.	<p>Page 64 of the bid document- Kindly clarify how the indicated Monitoring and Evaluation cost will be administered and if it can be separated from the lease pricing schedule for accurate comparison of bids;</p> <table border="1" data-bbox="682 257 878 1064"> <tr> <td data-bbox="682 257 878 436">Provisional sum for Monitoring and Evaluation</td> <td data-bbox="682 436 878 593">150,000,000</td> <td data-bbox="682 593 878 750">50,000,000</td> <td data-bbox="682 750 878 907">50,000,000</td> <td data-bbox="682 907 878 1064">50,000,000</td> </tr> </table>	Provisional sum for Monitoring and Evaluation	150,000,000	50,000,000	50,000,000	50,000,000	<p>The Provisional sum for Monitoring and Evaluation will not form part of the Price schedule.</p> <p>It shall be a footnote after the price schedule.</p> <p>The form of tender therefore shall exclude this amount</p> <p>The cost of undertaking Monitoring and Evaluation is provided under the Provisional Sums and to be paid by the successful bidders. The amount shall be shared on pro-rata basis and reimbursements made on actual expenditure incurred.</p>
Provisional sum for Monitoring and Evaluation	150,000,000	50,000,000	50,000,000	50,000,000			
7.	<p>Tender appeals and Litigation- it is our request that incase of any appeal of a section of the tender, the National treasury commits to continue and finalize the process for other lots and bidders not involved in such litigations</p>	<p>Unless the litigant enjoins all the lots in a judicial process, the National Treasury shall endeavor finalize the process for other lots and bidders not involved in such litigations</p>					
8.	<p>Page 179 clause 1(s) Definitions- The Agreement has been restricted to a service only lease with the definition of service only lease therein stated in clause1(s). This should be deleted and full definition of full maintenance lease inserted.</p>	<p>clause 1(s) shall read as follows:</p> <p><i>“Full maintenance lease” Means comprehensive fleet management solution at an agreed rental for the use of specifically selected vehicles over a set of period of time and distance</i></p>					

Clarification																												
S/No	Request																											
	<p>Page 185 Clause 9(b) Maintenance clause 9(b) refers to a service only lease. This should be amended to refer to a full maintenance lease.</p> <p>Page 180 Clause 4: Payment: The clause requiring payment to be made within 45 days of issuing the invoice has been omitted and should be reinstated as clause 4(f) to read as follows: <i>“ invoices are payable within forty five (45No) days from their due date.....”</i></p>																											
9.	<p>Kindly consider extending the delivery schedule requirement of 90 days from date of contract signing to between 3months and 6months due to disruption of supply chain as a result of COVID 19.</p>																											
10.	<p>Is there any specific format on the presentation?</p>																											
11.	<p>Evaluation criteria for service network under Technical Evaluations requires some amendments to align to the different LOTS of vehicles;</p>																											
12.	<p>Evaluation criteria for Service Networks shall be as follows;</p> <p>POINTS FOR SERVICE NETWORK NB: This table replaces the one row table in page 33 of 205</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">LOT NO.</th> <th style="text-align: center;">DEALERSHIP REQUIREMENT</th> <th style="text-align: center;">POINTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>(a) Main branches</td> <td style="text-align: center;">3</td> </tr> <tr> <td></td> <td>(b) Other branches/dealerships</td> <td style="text-align: center;">7</td> </tr> <tr> <td></td> <td>(c) Service plan for ASA Areas</td> <td style="text-align: center;">10</td> </tr> <tr> <td></td> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">2a</td> <td>(a) Main branches</td> <td style="text-align: center;">8</td> </tr> <tr> <td></td> <td>(b) Other branches/dealerships</td> <td style="text-align: center;">12</td> </tr> <tr> <td></td> <td>(c) Service plan for ASA Areas</td> <td style="text-align: center;">0</td> </tr> <tr> <td></td> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	LOT NO.	DEALERSHIP REQUIREMENT	POINTS	1	(a) Main branches	3		(b) Other branches/dealerships	7		(c) Service plan for ASA Areas	10		TOTAL	20	2a	(a) Main branches	8		(b) Other branches/dealerships	12		(c) Service plan for ASA Areas	0		TOTAL	20
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S/No	Request	Clarification		
2b		(a) Main branches (b) Other branches /dealerships (c) Service plan for ASA Areas TOTAL	8 12 0 20	
3a		(a) Main branches (b) Other branches /dealerships (c) Service plan for ASA Areas TOTAL	8 12 0 20	
3b		(a) Main branches (b) Other branches /dealerships (c) Service plan for ASA Areas TOTAL	8 12 0 20	
4a		(a) Main branches (b) Other branches /dealerships (c) Service plan for ASA Areas TOTAL	5 8 7 20	
4b		(a) Main branches (b) Other branches /dealerships (c) Service plan for ASA Areas TOTAL	8 12 0 20	
4c		(a) Main branches (b) Other branches /dealerships (c) Service plan for ASA Areas TOTAL	8 12 0 20	
5		(a) Main branches (b) Other branches /dealerships (c) Service plan for ASA Areas TOTAL	3 7 10 20	
6a		(a) Main branches (b) Other branches /dealerships (c) Service plan for ASA Areas	5 12 3	

S/No	Request	Clarification	20
6b		TOTAL (a) Main branches (b) Other branches/dealerships (c) Service plan for ASA Areas TOTAL	5 12 3 20
7		(a) Main branches (b) Other branches/dealerships (c) Service plan for ASA Areas TOTAL	8 12 0 20
8a		(a) Main branches (b) Other branches/dealerships (c) Service plan for ASA Areas TOTAL	6 12 2 20
8b		(a) Main branches (b) Other branches/dealerships (c) Service plan for ASA Areas TOTAL	5 12 3 20
9		(a) Main branches (b) Other branches/dealerships (c) Service plan for ASA Areas TOTAL	3 7 10 20
10a		(a) Main branches (b) Other branches/dealerships (c) Service plan for ASA Areas TOTAL	6 12 2 20
10b		(a) Main branches (b) Other branches/dealerships (c) Service plan for ASA Areas TOTAL	8 12 0 20

S/No	Request	Clarification
13.	<p>The Appendix to instructions to tenders ITT Clauses on page 19 of the tender document indicate that;</p> <ul style="list-style-type: none"> • <i>Alternative tenders to the requirements of the tender will Not be permitted.</i> <p>Does this mean in like Lot 2a a bidder will not be allowed to give <i>options</i> in case there are other variety of models that falls into such a category that the Bidder can provide?</p>	<p>Alternative tenders shall not be permitted.</p> <p>Bidders shall specify only One (1) item (vehicle) that meets the requirements/specifications.</p> <p>Bidder will not be allowed to give <i>options</i> in case there are other variety of models that falls into such a category</p> <p><i>The Firms which do not indicate the specific vehicles to be evaluated shall be considered non responsive</i></p>
14.	<p>The paragraph below conflicts with 2.20.1 – Mandatory requirements no. 14.</p> <p>Kindly clarify.</p> <p>2.15 Sealing and Marking of Tenders</p> <p>2.15.1 The tenderer shall seal the original and the three copies of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL TENDER" and "COPY OF TENDER". The envelopes shall then be sealed in an outer envelope.</p>	<p>Section 2.14.1 of the ITT on page 19 of the bid document prevails.</p> <p>The number of copies of the Tender to be completed and returned shall be: One (1) original and Five (5) copies.</p> <p>Bidders shall submit both Technical and Financial proposals in separate envelopes.</p>