

Ref. No: CA/SCM/OT/16/2024-2025

November 22nd, 2024

ADDENDUM No. 1

To ALL Bidders,

**EXTENSION OF CLOSING DATE AND PROVISION OF CLARIFICATION'S FOR THE
TENDER FOR FRAMEWORK CONTRACT FOR PROVISION OF TRAINING SERVICES-
CA/SCM/OT/16/2024-2025**

Please refer to the above-mentioned subject matter and the advert that appeared in MY GOV on November 12th, 2024.

The Authority wishes to notify all potential bidders that the tender closing dates for the tender for provision of training services has been extended from **November 27th, 2024** to **4th December 2024 at 10. 30 am** and the mandatory requirement for tender security, as outlined in the original tender document, is hereby removed and will no longer be part of the bid submission."

The Authority has received request for clarifications on the above tender and would like to respond as follows: -

NO	CLARIFICATION QUESTIONS	CA RESPONSE																																																
1.	In developing our proposal, are we to choose specific capacity-building programmes from those you have highlighted, or do we need to demonstrate capacity in all the programmes that may be covered?	<p>The programs are categorized in broad areas e.g</p> <ol style="list-style-type: none"> 1. Management Development 2. Technical and Regulatory 3. Organizational Effectiveness 4. Certification Professional Development 5. Mandatory Government & Cross Cutting <p>Under these broad areas, several specific programmes would fall under each category. bidders are therefore required to identify in which broad area they could fit.</p>																																																
2.	Is there a limit or a number a firm is required to select and apply for?	<p>No, there is no specific limit or number of programs a firm is required to select and apply for. You may apply for any number of programs that align with your expertise and capacity to deliver, provided you have NITA certification for the selected programs.</p>																																																
3.	How many days would each program be running?	<p>The duration is specified under the financial format provided below which tenderers should use to bid.</p> <table border="1" data-bbox="678 190 1292 1489"> <thead> <tr> <th>Training Area of specialization (to be completed by the tenderer)</th> <th>Training Period</th> <th>Per Participant/Group</th> <th>Tuition fees Unit Rates in Kshs</th> <th>Levy 0.03% of unit rate kshs.</th> <th>16% VAT of total Kshs unit rate inclusive of levy</th> <th>Unit rate inclusive 16% VAT Kshs. 0.03% levy</th> <th>Total Amount in Words</th> </tr> </thead> <tbody> <tr> <td></td> <td>One day group Sensitization (Physical)</td> <td>1- 50 Pax Above 50 Pax</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>One day group Sensitization (Virtual)</td> <td>1- 50 Pax Above 50 Pax</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>5-day training programme</td> <td>Per participant</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>10-day training programme</td> <td>Per participant</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>15-day training programme</td> <td>Per participant</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Training Area of specialization (to be completed by the tenderer)	Training Period	Per Participant/Group	Tuition fees Unit Rates in Kshs	Levy 0.03% of unit rate kshs.	16% VAT of total Kshs unit rate inclusive of levy	Unit rate inclusive 16% VAT Kshs. 0.03% levy	Total Amount in Words		One day group Sensitization (Physical)	1- 50 Pax Above 50 Pax							One day group Sensitization (Virtual)	1- 50 Pax Above 50 Pax							5-day training programme	Per participant							10-day training programme	Per participant							15-day training programme	Per participant					
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4.	Apart from paying for conference facilities, what about	<p>Accommodation and transport costs will be incurred by the service provider</p>																																																

NO	CLARIFICATION QUESTIONS	CA RESPONSE
	accommodation and transportation costs, so we know if our work will only involve facilitation?	The Authority will ONLY meet the costs of conference facilities, which may be in various locations in Kenya e.g. Nairobi, Naivasha, Machakos, Nakuru, Nyeri, Kisumu etc.
5.	Are we supposed to attach the programs we have selected to facilitate?	No, the programs will be provided as and when required. At this stage, we are focusing on the broad qualifications of the trainers rather than specific programs.
6.	Looking at what was covered and what is to be covered currently, are we supposed to stick to the training requirements currently only.	While it's important to focus on the training areas specified in the tender, there is room to incorporate additional, relevant topics within those broad categories as long as you have NITA certification for the same.
7.	Kindly clarify on the number of technical staff for each category ITC 2.a indicates that 2 Trainers with Master's degree and above = 20 Marks while item 15.2 pg 12 indicates that Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive Under TECHNICAL CAPACITY EVALUATION the weighting score varies from the Maximum score, kindly clarify the difference. RESPONSE BELOW	

REVISED/NEW TECHNICAL CAPACITY EVALUATION

The bidders that will qualify at the mandatory evaluation stage shall be subjected to the technical capacity evaluation. The maximum scores attainable at the technical evaluation stage shall be hundred (100). Only bidders who attain Eighty (80) marks and above out of hundred (100) will qualify to proceed to the Financial Evaluation stage.

S/No	Evaluation Criteria	Evaluation Attribute	Weighting Score	Max Score
1 a.	Demonstration of the organization's experience in undertaking capacity building/training programs / training embedded consultancy services	Number of years in provision of training /capacity building in the relevant field.	5 years and above = 10 Marks Others prorated at No. of years in training x10 Marks/5 years (attach certificate of incorporation)	10 Marks

S/No	Evaluation Criteria	Evaluation Attribute	Weighting Score	Max Score
1 b.		Number of trainings programs/ training embedded consultancy services provided in 2021/2022/2023 and 2024	10 training programs/ training embedded consultancy services and above = 25 Marks Others prorated at Number of trainings x25 Marks/10 Trainings programs/relevant training consultancy services (Attach LSO/Contracts/ Notification Letters)	25Marks
1c.		Magnitude (Budget) of trainings programs / training embedded consultancy services done in/2021/2022/2023 and 2024	5 million and above = 25 Marks Others prorated At Value of trainings x25 Marks/5 million (Attach audited accounts or reference letters (Attach audited accounts or reference letters Indicating amounts for each training provided)	25Marks
2 a.	Experience of staff in provision of training in the relevant area	Technical Staff	2 Trainers with Master's degree and above= 20 Marks Others prorated at No. of trainers x 20 Marks/ 2 trainers (Attach CV and Certificate's for the 2 trainers	20 Marks
2 b		Administrative Staff	Staff with Diploma and above = 5 Marks Others prorated at Qualification x 5 Marks / 1 Diploma	5 Marks
3.	Methodology in delivery of training in the relevant field	The Firm must have a clear methodology on how they shall conduct the trainings and propose strategies for the trainings	Methodology with clear guidelines on how the trainings shall be conducted	15 Marks
TOTAL SCORE				100 MARKS

Total points for the five criteria: 100

The minimum technical score (TS) required to pass and proceed to the financial evaluation stage is 80 out of 100
The minimum technical score required to pass is **80%**

Further the mandatory requirement for tender security of **Kshs.100,000.00** as outlined in the tender document, is hereby removed and will not be part of the bid submission.

ALL other conditions of the tender remain unchanged.

Yours Faithfully,



Peter Mwangi
FOR: DIRECTOR GENERAL