



THE PUBLIC SERVICE SUPERANNUATION SCHEME

Ref: PSSS/003/2020-2021 (9)

15th June, 2021

To: All Bidders

**REF: TENDER FOR PROCUREMENT OF A FUND ADMINISTRATOR FOR THE PUBLIC SERVICE SUPERANNUATION FUND:
TENDER PSSS/003/2020-2021: ADDENDUM I**

The National Treasury has issued the following addendum to the Tender for Procurement of a Fund Administrator for The Public Service Superannuation Fund following a virtual pre - bid meeting held on Thursday 10th June, 2021 at 10.00 a.m.

S/No	Requested Clarifications	Clarification
1.	Who certifies the Regulatory Certificates – Authorities themselves or the Advocates	See page 35 of the Tender Document All copies that require certification to be certified by an Advocate and Commissioner for Oaths of High Court of Kenya
2.	Request that the tender be extended for 3 days more from Friday 18th June, 2021 At 11.00 a.m.	The Tender has been extended and shall be opened on Wednesday 23rd June, 2021 at 11.00 a.m.
3.	For Regulatory Certificates, because of being perpetual do we need the letters of confirmation?	The bidders are to attach the perpetual licenses issued by CBK and RBA as indicated in the tender document with a downloaded evidence of annual license and certificate renewal
4.	Is it a one envelope tender (Combined technical and Financial)? The tender document as currently prepared does not separate between technical and financial proposals. We note from the pre bid conference that an addendum will be issued which will provide that separate technical and financial proposals be submitted and we look forward to this confirmation and the addendum	ITT Reference 24.1 and 27.1 page 30 of the tender document amended as follows; Bidders shall submit both Technical and Financial proposals in separate envelopes. Technical Proposals shall be sealed in separate envelopes and clearly marked "Technical Proposal". The financial proposals should be sealed separately and clearly marked "Financial Proposal" All the proposals should be in one envelope clearly marked with the Tender Number without any indication of the

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		<p>name of the bidder.</p> <ul style="list-style-type: none"> • Technical proposal – One (1) original and Five (5) copies • Financial proposal – One (1) original and Five (5) copies - financial proposal shall include: <ul style="list-style-type: none"> ▪ Duly filled, signed and stamped Price Schedule form, and ▪ Duly filled, signed and stamped Form of Tender (with Bid validity-180 days) <p><u>FINANCIAL PROPOSAL MANDATORY CRITERIA</u></p> <ol style="list-style-type: none"> 1. Price schedule form duly filled, signed and stamped 2. Duly filled, signed and stamped Form of Tender 3. The bid document “Original” and “Copies” must be chronologically serialized 4. Submitted the required number of copies of the Financial Proposal i.e. one (1) original and Five (5) copies <p>N/B: Bidders who indicate their financial proposals in the technical proposals shall be treated as non-responsive.</p> <p>Only the Technical Proposals shall be opened on Wednesday 23rd June, 2021 at 11.00 a.m.</p>
5.	<p>The tender document does not appear to indicate the weighting between technical and financial scores for the purpose of the evaluation. Given the nature and magnitude of this assignment, we would propose an 80% technical score weight and 20% financial score weighting</p>	<p>The formulae for determining the Financial Score (Sf) is as follows: -</p> <p><i>(Sf = 100 X FM/F where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration or another proportional linear formula)</i></p> <p>The weights given to the Technical and Financial Proposals are:</p> <p style="text-align: right;">T= 0.80 P=0.20</p>

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6.	Award Criteria	<p>ITT Reference 43.1 page 31 of the tender document amended as follows;</p> <p>The bidder with the highest combined Technical and Financial Scores</p>
7.	<p>We wish to seek further clarification on number 25 of the Mandatory Requirements as follows;</p> <p>We established under an Act of Parliament Cap 272 as a Scheme while a Board under the same Act as Internal Administrators. We are a State Corporation same as the Retirement Benefits Authority (RBA) and therefore does not require further Registration by RBA.</p> <p>We are administrators of a Public Scheme similar to PSSS and is very competent to offer the desired administration services to PSSS and wishes to participate in this tender.</p> <p>Please confirm if we can submit the ACT Cap 272 in place of Certificate of Registration by RBA as required under no 25 of the Mandatory requirements.</p>	<p>The Scheme has invited bids from persons or entities registered by the RBA to be Pension Scheme Administrators.</p> <p>All bidders must be registered and licensed by the RBA to provide Administration services and will be expected to provide a valid license to the effect.</p>
8.	Please clarify whether we should address the Tender Security to: Public Service Superannuation Fund or Public Service Superannuation Scheme.	<p>Address to:</p> <p>Ag. Chief Executive Officer The Public Service Superannuation Scheme P.O. Box 30007 00100, Nairobi</p>
9.	<p>Mandatory Requirements</p> <p>Remove the word Current from the statement</p> <p>Certified copy of valid current certificate of Registration as a pensions administrator issued by RBA</p>	Certified copy of valid Certificate of Registration as a pensions administrator issued by RBA
10.	<p>Technical evaluation item 8 on firms financial standing;</p> <p>The net profit margin should be in percentage form and not absolute</p>	<p>Profitability: $\text{Net Profit Margin} = (\text{Net Income} / \text{Revenue}) \times 100$</p> <ul style="list-style-type: none"> • 25% and above – 3 Marks • 15% to 25% - 2 Marks

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	figures. Please align the criteria from Kshs. to percentage for ease of evaluation	<ul style="list-style-type: none"> • 7.5% to 15% - 1 Marks • Less than 7.5% - 0 Marks
11.	<p>Technical evaluation item 1 on firm's experience in handling similar assignments.</p> <p>The requirement for experience in administering public sector pensions as a firm of over 30 years. This requirement should be reduced to over 10 years as the maximum</p> <p>The tender document (page 35) has a scale which stipulates maximum marks for a bidder with 30 years experience. Given that the Benefit Act and Regulations were only implemented from October, 2000, this requirement is onerous and we would hence suggest that the period be reduced to 20 years and the scale adjusted accordingly</p>	This shall be as per the requirement in the Tender Document
12.	<p>Tender data sheet ITT Reference 14.1 and 15.1</p> <p>Alternative tenders should be allowed</p>	Alternative tenders shall not be allowed
13.	<p>Technical evaluation item no. 4 firms regional presence based on geographic layout of country Demonstrate capacity established regional presence in at least 8 regions. This requirement should not be changed to "demonstrate capacity to establish" since the downside of this would mean a firm will only operationalize the offices once they get the business. Besides it will be subject to test capacity to establish unless the criteria is changed.</p>	Bidders are expected to demonstrate capacity of established regional presence. The nature of the clientele shall require physical interaction and there is need for immediate roll out of the services once the contract is completed
14.	<p>This change will also mean that the Procuring Entity changes the output envisaged in the assignment under page 83 of the document under</p>	The Output on page 83 of the tender document shall not change since the assignment requires physical presence of the bidder in all the 8 regions.

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	expected output	
15.	In tenders of this nature involving the public sector, there is generally an additional score for a majority Kenya owned entity and this does not appear to be provided for in the tender document and we therefore request for the clarification	There shall be no preference and reservation for Kenyan owned firms since this is a National Competitive Bidding and we anticipate that only Kenyan firms shall participate having been registered with the Retirement Benefit Authority as Scheme Administrators.
16.	Please also confirm that we need to submit audited financial statements	Yes See page 38 item 8 of the Tender Document See pages 71, 72 and 73 of the Tender Document.

All the other terms and conditions remain the same.



**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES
FOR: AG. CHIEF EXECUTIVE OFFICER
THE PUBLIC SERVICE SUPERANNUATION SCHEME**

