



REPUBLIC OF KENYA
THE NATIONAL TREASURY AND PLANNING

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Ref: TNT/041/2021-2022

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

25th May, 2022

To ALL Bidders

REF: TENDER FOR PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF COMMUNICATION AND CHANGE MANAGEMENT STRATEGY FOR THE IMPLEMENTATION OF ELECTRONIC GOVERNMENT PROCUREMENT (E-GP) SYSTEM FOR THE GOVERNMENT OF KENYA
TENDER NO. TNT/041/2021-2022: ADDENDUM I

The National Treasury has issued the following addendum for the Tender for Provision of Consultancy Services for the Development of Communication and Change Management Strategy for the Implementation of Electronic Government Procurement (E-Gp) System for the Government of Kenya following a virtual pre bid meeting held on 24th May, 2022 at 11.00 a.m.

No	Reference in the Tender Document	Response
1.	We are requesting for a 2 weeks extension	The tender SHALL not be extended
2.	Consultants Presence (Field/Home) <ul style="list-style-type: none">To estimate project cost, we need to know if there is a mandatory requirement for physical presence of Consultants at the offices of The National Treasury for defining the strategy for communication and change management and submit deliverables.How much of these services can be delivered from Consultant Home/Field Location? This will impact the cost of service delivery	This is not the implementation of the change management strategy and communication strategy. However, the consultants will be required to undertake proper requirement gathering by physically engaging with the National Treasury and its identified stakeholders
3.	Estimated Budget for this project We request you to kindly provide the	This shall not be provided since the objective of the tender is to ensure quality and cost is obtained by the Ministry.

No	Reference in the Tender Document	Response
	budget estimated by your procurement team (in USD value) for this project RFP. The budget numbers may help us to respond to the RFP in a better way.	The award criterion is based on Quality and Cost Based Selection Method (QCBS) as per page 23 Clause 2.1 of the Request for Proposal Document. This is not a Fixed Budget Selection Consultancy .
4.	<p>Visa / Travel Support for International Consultants.</p> <p>International Consultants/expat travelling from abroad would require Government Visa to enter Kenya. Will you provide assistance in obtaining visa for the international consultants?</p>	The ministry may consider extending the necessary support to the Consultants after signing of the contract as per the prevailing government requirements.
5.	Can a Joint Venture be formed between an Individual and a firm? Who then can be the lead consultant	The National Treasury requires the consultancy services to be undertaken by firms and not individuals. Its upon the Tenderer to decide who the lead bidder will be. The Joint Venture agreement Should stipulate the specific roles of the partners in the J.V.
6.	In TDS ITT Clause 22.2 under Evaluation Criteria item E includes Capacity Building yet this is not included in the Terms of Reference.	<p>To be included in the Terms of Reference.</p> <p>The consultant will be required to undertake training of key stakeholders and the National Treasury Staff on the implementation of the communications, change management and branding and publicity strategies on the 16th week after the contract signing in a workshop set up for 2 days. The National Treasury shall cater for the workshop expenses except the facilitation consultants</p>
7.	On the competences of the resources to do the assignment, can they be combined to be undertaken by one resource person or must they be 4 as indicated in the Request for Proposal Document.	<p>The resources must be 4 with different specialities as indicated on pages 28, 29,30 and 68 of the Tender Document i.e.</p> <ul style="list-style-type: none"> • Lead Consultant- – 1 person • Change Management Specialist – 1 person • Communication Specialist – 1 person • Brand and Publicity Management Specialist – 1 person
8.	On compliance requirement, where should we register for the meeting	The online registration done when logging into the meeting will be considered as having already registered.
9.	Is this an International Tender or a National Tender?	This a National Open Request for Proposal although International consulting firms may partner with the local firms. In case of partnering with the local firms, the local

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		firms must be the lead consultants.
10.	The Request for Proposals requires a change management strategy and a communications strategy. The two strategies have different methodologies. Are tenderers required to submit different financial proposals or only one financial proposal for both the strategies?	The tenderers are to submit only one financial proposals for the Request for Proposal with clear breakdown of all the activities.
11.	Change management strategy has some components of communication yet you need a strategy for the same. Is the change management component different from the 3 years communication strategy?	Consultant to provide an integrated approach to all the required strategies. The change management, communication management and branding and publicity strategies should be aligned and speak to each other with clear implementation time lines of activities in order to achieve the specific objectives
12.	In the Data Sheet Ref to ITC Clause 22.2 Sub-clause C, on Qualification and Competence of Key staff. It states; All key staff to provide portfolio of work done for review. (4 marks – 2 marks per assignment) 1. In what format are we supposed to provide the portfolio of work done? 2. Can the portfolio of work done be mentioned in the CVs?	Consultants are required to attached Curriculum Vitae of key staff detailing the following; Name of the project Description of the project Project value Project start date Project end date Project owner/sponsor Terms of consultancy

All the other terms and conditions remain the same.



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

