



RESPONSES TO TENDER CLARIFICATIONS

**SUBJECT: PROVISION OF STAFF PENSION SCHEME ADMINISTRATION
SERVICES FOR NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY.**

TENDER REFERENCE NO:NEMA/T/09/2024-2025

CLARIFICATIONS DATE:2nd OCT 2024

TENDER CLOSING DATE:8th Oct 2024

TIME:10.00 AM

Preliminary Evaluation Criteria		
No	Area of clarification	Response
1	Items 16 and 17, page 25 appear to be requesting the same item, which is SD 2. Could you please confirm if this is correct?	It is true both statements refer to form S.D 2. Therefore bidders should just fill form S.D 2 in the format provided in the tender document.
2	Item 19, Page 26: The Procuring Entity has requested certified copies of audited accounts for the financial periods of 2020, 2021, and 2022. We would appreciate clarification regarding the inclusion of the 2020 accounts, to confirm if this is indeed required. Would it be ok to insert the 2023 accounts as well?	Audited Accounts for year 2020 are required as per the criteria. The bidders need not to provide accounts for year 2023.
Technical Evaluation Criteria		
1	Item 1, Page 26: The RFP requires experience in administering public sector pension schemes with a fund base exceeding Kshs. 2 billion. However, the number of required client references for this category is not specified. Could you please	Four client references are required to get the full marks.

	confirm whether it is appropriate to assume that, as with Item 2, four references are required?	
2	Still on Item 1 on page 26, could you please clarify whether the years of experience in administering public sector pension schemes are cumulative across all schemes or if they apply individually to each scheme?	The experience shall focus on cumulative years for individual scheme
3	In the Form of Tender, Item (c) under the Tender-Securing Declaration on page 30 references ITT 4.8. However, we have noted that ITT 4.8 is not included in the RFP. Could you kindly clarify the correct ITT number?	The correct ITT to this effect is ITT 3.8
4	Additionally, we note that the total marks for the Technical Evaluation Criteria on Page 29 sum to 106, whereas the RFP indicates a total of 100 marks. Kindly confirm the correct total	<p>Please note the marks scored shall be prorated to 100.</p> $\frac{X}{\text{Max S}} * 100$ <p>Where;</p> <p>X-Total Score by the tenderer</p> <p>Max S-Maximum Marks allocated in the technical evaluation criteria</p> <p>The technical criteria passmark is 80%</p>