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TENDER ADDENDUM

DATE ISSUED: 29TH MAY 2020

The addendum contained in this document applies to Tender No.s;

1. TENDER NO. NEMA-RFP-031-2019-2020 PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF CORPORATE SOCIAL RESPONSIBILITY POLICY AND STRATEGY
2. TENDER NO. NEMA-RFP-030-2019-2020 CONSULTANCY FOR DEVELOPMENT OF ENVIRONMENTAL INDEX AND ENV CRIME INDEX

Interested bidders are advised that the bid documents for the above tenders were found to have anomalies in the following areas;

1. TENDER NO. NEMA-RFP-031-2019-2020 PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF CORPORATE SOCIAL RESPONSIBILITY POLICY AND STRATEGY

a) Mandatory requirements (Page 23)

The following two requirements are not applicable;

- i) Supply of Goods/Services on Credit
- ii) Duly filled Form of Tender

They are however to be replaced with the following forms as annexed;

- i) **Duly filled Technical Submission Form in the form provided**
- ii) **Duly filled Tenderer's Declaration Form in the form provided.**

b) Technical evaluation (Pages 24 – 25)

1. No. 1 (b) Number of consultancies relating to DEVELOPMENT OF CORPORATE SOCIAL RESPONSIBILITY POLICY AND STRATEGY or any other related consultancies undertaken in the last ten years. List the names of the organizations where the relevant assignment(s) were carried out and provide dates and attach documentary evidence.

Note that a clarification has been made as indicated in **Paragraph 2.7.1 (i)** that;

Contracts/LPOs/Letters of completion from the said organizations shall be attached as proof of having carried out the assignment. Note that, letters of recommendation have to be supported by the above mentioned (Contracts/LPOs/Letters of completion)

c) Reporting requirements (Page 50)

The reporting requirements in the ToRs page 50 have been amended to three months (90 days) as per Clause No.2.1.5 of the Appendix to information to consultants

d) Terms of reference (Page 48)

The scope of works and deliverables in page 48 have been amended to incorporate the element of training as per Clause 2.1.6 of the Appendix to information to consultants.

Scope of Works

5. Train the user departments on the CSR strategy and policy

Deliverables

5. Training plan of the CSR strategy and policy

2. TENDER NO. NEMA-RFP-030-2019-2020 CONSULTANCY FOR DEVELOPMENT OF ENVIRONMENTAL INDEX AND ENV CRIME INDEX

a) Appendix to information to consultants (Page 16)

1. In clause 2.6.3, the technical score pass mark of 75% has been replaced with 70%

b) Mandatory Requirements (Page 16)

1. Replace No.2 with Tax Compliance Certificate/Exemption certificate
2. Replace No.3 with Duly filled technical submission form
3. Replace No.5 with Dully filled tender declaration form
4. No.6 is deleted.

It is further advised that an annexure to this addendum is attached below and has been uploaded in the **NEMA Website www.nema.go.ke** and **The Public Procurement Information Portal www.tenders.go.ke** for download. The annexure together with this addendum will be attached together with the previous bid document during submission.

The tender closing date is hereby extended to the following dates;

1. **TENDER NO. NEMA-RFP-030-2019-2020 Tuesday, June 9th 2020 at 11:00 AM**
2. **TENDER NO. NEMA-RFP-031-2019-2020 Tuesday, June 9th 2020 at 02:00 PM**


DIRECTOR GENERAL

NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

TENDERER'S DECLARATION FORM

The Director General,
National Environment Management Authority (NEMA),
P.O Box 67839-00200,
Nairobi, Kenya.

Ladies and Gentlemen,

The Tenderer i.e. (full name and complete physical and postal address).....

declare the following:

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or is not a person within the meaning of paragraph 2.1.6 of ITT (Eligible Tenderers) of the Information to Consultants.
- d) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- e) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.
- f) That I/ We are not associated with any other tenderer participating in this tender

Dated this..... (Day) of..... (Month) in the year 2020

Name of Declarant (as per National Identification Card)

Signature.....

Sworn/Declared before me this..... (Day) of..... (Month) in the year 2020.

Commissioner for Oath/Magistrate: (Name and Stamp).....