



REPUBLIC OF KENYA  
THE NATIONAL TREASURY AND ECONOMIC PLANNING

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Ref: TNT/043/2023 - 2024 (12)

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

15<sup>th</sup> March, 2024

**REF: REQUEST FOR PROPOSALS (RFP) FOR PROVISION OF CONSULTANCY SERVICES TO UNDERTAKE AN ACTUARIAL STUDY OF THE PUBLIC SERVICE PENSION SCHEME**  
**TENDER NO. TNT/043/2023 - 2024**  
**ADDENDUM II**

The National Treasury has issued an addendum to the Request for Proposals (RFP) for provision of consultancy services to undertake an actuarial study of the Public Service Pension Scheme.

| S/No | Clarification  | Remarks  |
|------|--|--|
| 1.   | <p>We seek the following clarification</p> <p>Section Reference to ITC</p> <p>Clause for which clarification is sought Section 22.2 (4)</p> <p>FINANCIAL ANALYSIS FOR THE LAST THREE YEARS.</p> <p>Average Annual Turnover/Revenues will be tested as follows:</p> <p>Above KES.100 million- 10 marks<br/>KES. 50 - 100 million- 7 marks<br/>KES. 25 - 50 million- 5 marks<br/>Below KES. 25 million- 3 Marks</p> <ul style="list-style-type: none"><li>We are an actuarial consultancy firm that specializes in pensions and social security. We have another actuarial consultancy in Kenya that</li></ul> | <p>The firms may submit their bids as a joint venture as per ITC Clause 6.2 on page 11 of the RFP Document.</p> <p><i>Maximum number of members in the JV shall be: <b>Three (3)</b></i></p> <p>In case of a Joint Venture, the lead bidder must be a Kenyan Firm.</p> <p>The Mandatory Evaluation Criteria page 24 ITC 22.1 shall change as per the attached.</p> |

| S/No | Clarification  | Remarks  |
|------|--|--|
|      | <p>advises (re)insurers and banks. Then we have two other actuarial consultancies outside Kenya (in Tanzania and Mauritius) which are located in two different geographical locations. We have done this so that each company can provide specialist and client-focused advice in those geographic locations to the clients.</p> <ul style="list-style-type: none"> <li>• Some of the actuarial consultancies in Kenya offer services to all sectors including pensions, social security, (re)insurers, banks and across geographic locations using one entity only.</li> <li>• For our firm to be compared on a level like-for-like basis with other actuarial consultancies in Kenya please clarify if we can combine our revenues from these other actuarial sectors and across geographic locations mentioned in point 1 above for purposes of being evaluated for this tender.</li> </ul> |  |
| 2.   | <p>We are writing to request for clarification on the Financial Analysis section.</p> <p>Are we allowed to use 2020,2021, 2022 (last three years) Audited accounts instead of 2018, 2019 &amp; 2020. Our 2023 audits are still ongoing.</p> <p>I am writing to seek clarifications on the Financial Statements that need to be shared with the technical document.</p> <p>On page 26 of the of the RFP, you mention that “The bidders are required to submit audited Financial Statements for the last three years (2018, 2019 &amp; 2020).”</p> <p>The last 3 years are 2023, 2022 &amp; 2021 which contradicts what you have put in Brackets. Please clarify on this.</p> <p>Also note that 2023 financial statements may not be out by now so will statements for 2022, 2021 &amp; 2020 suffice?</p>  | Provide audited accounts for the years (2020, 2021 & 2022) |

All other terms and conditions remain the same.

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

## Mandatory evaluation criteria

| No. | Requirements   | Bidder's Response |
|-----|--|-------------------|
| 1.  | Provide a <b>certified</b> copy of Certificate of Incorporation or Certificate of Registration/ Incorporation (For joint ventures the same shall be provided for each firm).   |                   |
| 2.  | Attach a copy of valid tax compliance certificate (For joint ventures the same shall be provided for each firm).   |                   |
| 3.  | Provide a <b>certified</b> copy of a valid Single Business Permit (For joint ventures the same shall be provided by the prime / lead bidder, who must be a local firm).  |                   |
| 4.  | Provide Original Tender Security in the amount of <b>Kenya Shillings Five Hundred Thousand Shillings Only (Kshs. 500,000.00)</b> from a reputable Bank or an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Public Procurement Regulatory Authority (PPRA) in Kenya valid for 30 days beyond the Tender Validity period (For joint ventures the same shall be provided by the lead / prime bidder). |                   |
| 5.  | Provide a valid <b>certified</b> copy of Certificate of Confirmation of Directors and Shareholding (CR 12). (Issued within the last 12 Months to Tender Opening Date), copies of ID cards for Sole Proprietors and partnerships. (For joint ventures the same shall be provided for each firm).  |                   |
| 6.  | Must submit a duly filled, signed and stamped Confidential Business Questionnaire in format provided (For joint ventures the same shall be provided for each firm).  |                   |
| 7.  | The bid document "Original" and "Copies" must be chronologically serialized on all pages of the tender documents submitted and be properly tape or spiral bound. (No files will be accepted)   |                   |
| 8.  | Submit the required number of copies of the Technical Proposals i.e. one <b>(1)</b> original and Five <b>(5)</b> copies  |                   |
| 9.  | Duly filled, signed and Stamped Self Declaration form that the Tenderer will not engage in any Corrupt or Fraudulent Practice. (For joint ventures the same shall be provided for each firm).  |                   |
| 10. | Duly filled, signed and stamped Self- Declaration Form that the Tenderer is Not Debarred by PPRA. (For joint ventures the same shall be provided for each firm).   |                   |
| 11. | Duly filled, signed and stamped Certificate of Independent Proposal Determination. (For joint ventures the same shall  |                   |

| No. | Requirements  | Bidder's Response |
|-----|---|-------------------|
|     | be provided for each firm).   |                   |
| 12. | Duly filled, signed and stamped Declaration and Commitment to The Code of Ethics. (For joint ventures the same shall be provided for each firm).  |                   |
| 13. | Duly filled, signed and stamped Technical Proposal Submission Form  |                   |
| 14. | Provide a copy of a letter confirming that the firm is certified and listed by the Retirement Benefit Authority (to be confirmed in <a href="https://www.rba.go.ke/actuaries/">https://www.rba.go.ke/actuaries/</a> ) (For joint ventures the same shall be provided by the prime / lead bidder). |                   |
| 15. | For Joint Venture, provide an existing Joint Venture agreement or an intent to enter into a Joint Venture Agreement supported by a Form of Intent which clearly defines the roles and responsibilities of each party in the Joint Venture for the assignment, in case of joint venture            |                   |