

ADDENDUM ONE (KINDLY TAKE NOTE OF THE ADDED REQUIREMENTS HIGHLIGHTED IN RED.)

## 2 Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

#	Criterion	Yes/No
1.	Valid business permit / license	
2.	Certificate of Registration or Incorporation	
3.	Valid Tax Compliance Certificate	
4.	CR-12 for limited companies and copies of IDs for directors	
5.	Copies of IDs for sole proprietors/partnership	
6.	<b>Valid Tourism Fund Compliance Certificate</b>	
7.	<b>Valid NSSF Compliance Certificate</b>	
8.	<b>Valid SHA Certificate</b>	
9.	<b>Valid TRA License</b>	
10.	Power of Attorney <b>from</b> the firm giving authority to the person signing the tender authority to represent the firm	
7.	Duly filled, signed and stamped form of Tender. It also entails checking the validity period	
8.	Duly filled, signed and stamped Certificate of Independent Tender Determination	
9.	Duly filled, signed and stamped Self-declaration Form SD1	
10.	Duly filled, signed and stamped Self-declaration Form SD2	
11.	Duly filled, signed and stamped Declaration and commitment to the code of ethics	
12.	Duly filled, signed and stamped Form of Tender	
13.	Duly filled, signed and stamped Confidential Business Questionnaire	
14.	Dully Filled and Signed and Stamped Tender Securing declaration form.	
15.	The bid document “Original” and “Copies” must be sequentially paginated / serialized on each page including all attachments. <b>For pagination, the numbers to be used are Arabic numbers, i.e. 1,2,3,4,5,6,7,8, 9.... the last Arabic number of the tender document.</b> <b>Note;</b> a) Perfect binding or hard cover binding is required. b) <b>Box files containing pages that are loose or any loose-leaf pages are not acceptable</b>	

3 Tender Evaluation (ITT 35)

No	Technical Requirement	Parameter	Maximum Score
1	<b>Supplier Availability / Company Profile</b> Contact person (2mark) Telephone (2mark) Location (2mark) Postal Address (2mark) Website (2mark)	Submit a Company Profile with the required details	10
2	<b>Number of years that the firm has been in the business of provision of Outside Catering: -</b> <i>Tenderers work experience</i> a) 0- 2 years (5 mark) b) 2-5 years (10mark) c) Above 5 years (15 mark)	Attach copy of Certificate of Incorporation/Registration	15
3	Reference / recommendation letters from previous client references for Outside Catering within the last three (3) years  a) 1 letter – 5 marks b) 2 letters – 10 marks c) 3 letters- 15 marks d) 4 letters – 20 marks	Letters shall be: - signed, stamped, show physical location, Postal address, client's phone numbers, Clients contacts person, duration and value of contract.  <b>Further, bidders should provide at least two (2) recent LSOs/LPOs or Framework Agreement to support the recommendation.</b>	20
4	Proof of adequate access to bank credit facility from reputable bank in Kenya	Official letter of undertaking duly signed and stamped from a reputable bank in Kenya, bearing the banks letter Head	10
5	Financial Position (audited financial statements)	Audited financial statement reported within the last two years from the date of tender closing/opening or certified bank statement issued within the last six months from the date of tender document.	10

6	Turn-around for delivery of the provision of Outside Catering Within 1 day from the date of issue of purchase order/instructions – <b>5 marks</b> More than 1 day from the date of issue of purchase order/instructions – <b>0 marks</b>	Bidder to provide a commitment letter	5
7.	<b>Demonstrate Food Safety Compliance - Minimum last 2yrs</b>	<b>Attach copies of Audit Certificates from any ISO certified Food Safety Audit firms</b>	<b>10</b>
8	<b>Ownership/Availability of a Food distribution truck; complete with refrigeration</b>	<b>Attached images of Food truck</b>	<b>10</b>
9	<b>Valid Food Handlers Certificates</b>	<b>Attach valid copies of food handlers' certificates of at least 5 production and 5 service staff members</b>	<b>10</b>
<b>TOTAL MARKS</b>			<b>100</b>
<b>PASS MARK (70% of 100marks)</b>			<b>70</b>

**To be considered technically responsive, Bidders MUST score 70 marks and above. Only Bidders that score 70 and marks and above shall proceed to the financial evaluation stage.**