

**RESPONSES TO BIDDERS QUERIES ON THE REQUEST FOR
PROPOSALS FOR CONSULTANCY SERVICES FOR A STUDY ON ICT
ACCESS GAPS IN KENYA**

Q1. How to I get the tender document

- a. Please send me a set of the tender documents - they do not seem to be available on the web site.
- b. I am interested in applying for the above RFP. Is the tender document to be collected similar to what you have on your website? If not, kindly confirm early so that I can make arrangements to collect the full tender document from your offices.
- c. Please can you kindly advice on how to get a copy of the RFP (both hard and soft copies).
- d. We would like to respond in participating in this project, could you kindly email us the response format/scope of services for this bid.
- e. We shall appreciate the receipt of a soft copy of the tender document – Consultancy Services for A Study on ICT Access Gaps in Kenya).
- f. Please send me RFP Docs vide the Advertised Tender Notice: ICT ACCESS GAPS IN KENYA.

Ans.: The tender document on the website is the same one that is to be collected. There is no difference.

Q2. Is there a qualification process in order to be invited to submit a proposal to conduct the ICT Access Gap consultancy?

Ans.: Please note that there is no qualification process – you only need to get the tender document and submit your proposal.

Q3. On page 11 of the tender document, in the paragraph after the table, the first line reads Criteria: "To be eligible for the Financial Evaluation, tenders must

score at least seventy (60) out of eighty (80)....."

We note the number in words ("seventy") and the figure ("60") - kindly confirm which of the two is applicable as the minimum score for the technical evaluation.

Ans.: This was an error in the tender document. The correct number is sixty and not seventy.

Q4. With regard to the above tender I would like to enquire about the eligibility of foreign based consultants who have no locally registered office, more so with regard to the mandatory requirements spelt out in page 10 of the tender documents available on the CCK website. In the absence of a locally incorporated office, would a foreign firm be eligible if it presented certified equivalent certificates and audited reports?

Ans: Yes, you can attach certified copies of the statutory requirements from the registered country of the firm and likewise certified audited accounts

Q5. We downloaded the tender document from your website and commenced plans to put together a proposal since we have the relevant experience in similar work. However, as we were going through the RFP Document, we found references to firms among those "Invited" to submit a proposal. (Page 3 (1.0), Page 4 (2.2), Page 5 (i)). We would like clarification that this Tender for RFP for the ICT Gap Analysis is open to any firm? Kindly provide us with additional information as to whether we can proceed with the bid process.

Ans: Please note that the tender is open to any interested firm.

Q6. At page 51. point 5.3 of the tender you mention Appendix F but this is not attached to the RFP. Could you please provide it?

Ans: Please refer to the revised tender document available on our website.

Q7. At page 52. point 6.3 of the tender you mention Appendices D and E but they are not attached to the RFP. Could you please provide them?

Ans: Please refer to the revised tender document available on our website.

Q8. Are prices quoted in the financial proposal supposed to be expressed in Kenya Shillings or other currencies such as USD can be used?

Ans: Please refer to clause 3.8 of the revised tender document.

Q9. Can a local representative submit our proposal in our behalf? Is there any formal document that the local representative must turn in?

Ans: There is no tender requirement regarding who should submit your bid. Please refer to the instructions on the tender notice which specifies that all bids should be mailed to our address or deposited in the tender box on the ground floor of the CCK Centre before the submission deadline.

Q10. Regarding the role of the KNBS, Please clarify if :

(i) the financial proposal should include the budget for conducting the survey;

Ans: No, the budget for the National ICT survey should not be provided by the consultant. As stated in the tender document, KNBS shall be contracted by CCK to undertake the survey, however, as specified in the TOR's the Access Gap Consultant is expected to review the survey instruments in order to ensure that the data collected during the survey will be relevant to the Access Gap study.

(ii) if the contract's term will be contingent upon completion of the survey by the KNBS;

Ans: There is a correlation between the ICT survey and the Access Gap study, the fine details of the work program will be agreed upon with the successful bidder.

(iii) We understand that the Commission will have an agreement with the KNBS. Does the KNBS outsource field work to third private parties, or does it conduct all field work in-house?

Ans: We expect that KNBS will adopt an approach that will ensure the success of the survey. However, in view of their mandate, KNBS has adequate resources to undertake surveys of this nature and scope.

Q11. The TORs also specifies the need for preparing bidding documents. Please clarify what is the scope for these bidding documents (ie. a generic set of documents, or for a pilot project to be specified during the consultancy)?

Ans: *Preparation of bid documents for the UA programs is no longer part of the TOR's. Please refer to the revised tender document which is available on our website.*

Q12. Duration of the Project

Ans: *Please refer to clause 6.0 of the revised tender document.*

Q13. Is there a referential level of effort for the consultancy in terms of number of consultant-weeks?

Ans: *Please clarify this question.*

Q14. Do the official documents of the company and financial statements need to be translated into English (original language is Spanish)?

Ans: *Please refer to clause 3.1 of the revised tender document. In addition, all documentation in your bid should be in the English language.*

Q15. What are the local taxes payable by foreign companies that provide consultancy services in Kenya?

Ans: *You are advised to obtain this information from a local financial consultant or from the Kenya Revenue Authority. However, the indicative taxes for foreign firms are a reverse VAT of 16% and withholding tax of 15%. Please note that this information is subject to confirmation by the above reference points and it is the responsibility of the bidder to verify the same.*

Q16. Can the engineer be a electric engineer with experience in telecommunications or does he has to have a degree in telecommunications engineering?

Ans: *Yes, the engineer can be an electric engineer with demonstrated experience and capability in telecommunications engineering as well as in meeting the deliverables of this study.*

We intend to make a proposal for the above mentioned project. We think we have all the credentials needed and requested for this project. Unfortunately we think we will have problems in issuing a competitive offer as early as October 19th and would like to request one more week for this, October 26.

Ans: We have revised the tender documents and subsequently extended the submission to 28th October 2009.