



OUR REF: KEBS/PRE-Q/T006/2025/2028

28TH JANUARY 2025

TO ALL INTERESTED BIDDERS.

ADDENDUM NO.1 TO TENDER NO. KEBS/PRE-Q/T006/2025/2028- PRE-QUALIFICATIONS FOR PROVISION OF PRE-EXPORT VERIFICATION OF CONFORMITY (PVOC) TO STANDARDS SERVICES THE YEAR 2025-2028

The clarifications are made to the specified provisions of Pre-Qualifications for Provision of Pre-Export Verification of Conformity (PVoC) to Standards Services the Year 2025-2028.

1. RELATIONSHIP WITH THE PRINCIPAL TENDER DOCUMENT

Save where expressly amended by the terms of this Addendum, the Principal Tender Document shall continue to be in full force and effect. The provisions of this Addendum shall be deemed to have been incorporated in and shall be read as part of the Principal Tender Document.

2. CLARIFICATIONS HAVE BEEN SOUGHT AS FOLLOWS:

	QUESTION	ANSWER
1.	Section I, clause 4.1: We did not see the form of the applicant in the annexes, can it be made available?	Kindly stick to the requirements in: a) Section II - Prequalification Data Sheet (PDS) b) Section III -Qualification Criteria and Requirements c) Section IV- Application Forms d) Section V - Scope of Works, Goods or Non-Consulting Services Required
2.	I am contacting you to seek clarification regarding the Tender Security for the tender document KEBS/PRE-Q/T006/2025/2028. 28.2: Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document	Kindly note that this is a pre-qualification tender and has no bid security requirement
3.	Criteria for evaluation of Technical Proposal Requirement of ISO/IEC 17024:2012 is not available in China. We can provide qualification certificates from authoritative accreditation institutions in China (CCAA) which is equivalent to ISO / IEC 17024:2012? Is it acceptable? (page 19)	Yes.

4.	FORM CON2 – Historical contract non-performance , and pending litigation and litigation history Please provide guidance on filling in the insert year? Also clarify on the percentage of the completed work (page 27)	Insert they year of non-performed contract, percentage of contract not performed and amount as stated in the form.
5.	The template provided FORM EXP-4.2b (page 31) kindly clarify how it should be completed, as there are items clearly irrelevant to PVoC services (16-19)? (page 18)-	Kindly omit requirements (16-19) of the Mandatory requirements on (page 18), as the standard forms do not apply in this tender
6.	Regarding zone 2/7/8 , we have an inspection office and its certified under ISO17020 , but the local laboratory may not be able to cover the required 5 category. Can KEBS accept CCIC's subcontracted laboratory in the local area? (page 21 -22)	Yes. subcontracting of laboratories accredited to ISO/IEC 17025:2017 in at least Food, Agriculture, Chemical, textile and leather scopes is allowed.
7.	Can tenderers appoint an authorized representative to handle the bidding throughout the entire process when adjustments, signing or modifications are needed?	Yes. A representative with powers of Attorney is allowed.
8.	Can tenderers appoint commissioner of oaths in Kenya to certify or notarize the tender documents for example sworn statement, audited financial statements and article of incorporation? For the sworn statement, it is not common in China; can we alternatively provide notarization? (table 10)	Yes.
9.	Section 1 ,8.1: It requests 14 days for any request for clarifications prior to the deadline for closing on 11 th February. We request for reduction in the number of days from 14 days to 7 days to allow requests for clarifications. Also note that Chinese New-year Holiday has already started and CCIC offices shall remain closed from 28 th to 5 th February 2025 is it possible to ask for a reduction in number of days from 14 to 7 days provided for clarification. (page 9)-	Request for clarifications made in writing or by email shall reach the Procuring Entity not later than seven (7) days prior to the deadline/closing the tender
10.	Section 3 Mandatory Requirements Form table 9 &10 &16-19 A notarized/certified copy of valid Tax Compliance Certificate or its Equivalent in our case is the Certificate of Tax Completion of China which is the most official tax certificate in China. Is it acceptable by KEBS? In addition, considering the time constraints, could we exempt the notarization and provide an English version for review? (table 3)-	The tender requires a notarized/certified copy of valid Tax Compliance certificate or its equivalent . The tender requirement therefore remains as is.
	A 5-year-old audit report is available, but it will take time to translate from Chinese to English and get notarization from government organizations considering the time frame is within the New Year Holidays could we exempt the notarization and provide an English version for review? (table 9)	No. The tender requirement remains as is.

	Secondly, for the Articles of Incorporation and financial audit reports - the memorandum for the past 5 years are available but it is a huge volume of over 1000 pages and that is a lot of text that needs to be translated to English and notarized. It will take more than 3 weeks due to be translated and notarized due to Chinese New Year Celebration in which most notarization organizations are closed. We are facing a huge challenge on this, can we bring the tender documents to Kenya for translation and notarization? (Page 25)	No. The tender requirement remains as is.
11.	I would like your clarification that according to the tender on Articles of Incorporation and financial audit reports and do not require to notarize, is it possible to exempt, only provide English translation to save time?	No. The tender requirement remains as is.
12.	We require at least 4 more weeks of extension considering the various factors mentioned above. Additionally, the physical delivery of tender documents may take up to 6 days for the courier services to deliver to Kenya.-	The deadline for application submission/ Tender closing date has been extended to Monday 3rd March 2025, 12 noon EAT.
13.	PDS & ITS 8.1: Per the PDS "Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than seven (7) days prior to the deadline for closing the tender". Per ITS 8.1 however, "An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the PDS. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications". Q. Please clarify the deadline for requesting any further clarifications.	Request for clarifications made in writing or by email shall reach the Procuring Entity not later than seven (7) days prior to the deadline/closing the tender.
14.	Per the PDS "The deadline for Application submission is: Date: TUESDAY 11th FEBRUARY 2025 Time: 12. noon EAT" Per page ii of the tender document, Invitation to Apply for Prequalification, "..... ON OR BEFORE 10:00 AM ON TUESDAY 11th FEBRUARY 2025". Q. Please confirm the correct time of deadline for submission of applications.	The deadline for application submission/ Tender closing date has been extended to Monday 3rd March 2025, 12 noon EAT.
15.	Section III - Qualification Criteria and Requirements Mandatory Requirements: Point 16 Please confirm which form, within Section IV, should be completed to meet the requirement for "Duly filed and signed Average Annual Construction or Supply or service Contracts Turnover in the format provided (refer to section IV)". Q. Is this referring to Form EXP - 4.2(b) - Experience service contract in	Kindly omit requirements (16-19) of the Mandatory requirements on (page 18), as the standard forms do not apply in this tender

	Key Activities?	
16.	<p>Section III - Qualification Criteria and Requirements Mandatory Requirements: Point 17 Please confirm which form, within Section IV, should be completed to meet the requirement for "Duly filed and signed General Construction or Supply or service Contract Experience (Select one) in the format provided (refer to section IV)".</p> <p>Q. Is this again referring to Form EXP - 4.2(b) - Experience service contract in Key Activities?</p>	Kindly omit requirements (16-19) of the Mandatory requirements on (page 18), as the standard forms do not apply in this tender
17.	<p>Section III - Qualification Criteria and Requirements Mandatory Requirements: Point 18 Please confirm which form, within Section IV, should be completed to meet the requirement for "Duly filed and signed Specific Construction and Contract Management Experience or Supply or service Contract Experience (Select one) in the format provided (refer to section IV)".</p> <p>Q. Is this again referring to Form EXP - 4.2(b) - Experience service contract in Key Activities?</p>	Kindly omit requirements (16-19) of the Mandatory requirements on (page 18), as the standard forms do not apply in this tender
18.	<p>Section III - Qualification Criteria and Requirements Mandatory Requirements: Point 19 Please confirm which form, within Section IV, should be completed to meet the requirement for "Duly filed and signed Construction Experience or Supply or service contract in Key Activities (Select one) in the format provided (refer to section IV)".</p> <p>Q. Is this again referring to Form EXP - 4.2(b) - Experience service contract in Key Activities?</p>	Kindly omit requirements (16-19) of the Mandatory requirements on (page 18), as the standard forms do not apply in this tender
19.	<p>Criteria for Evaluation of Technical Proposals: Point 4. In relation to qualifications and experience of the company's personnel, this point requests "iii. Relevant personnel certification in inspection (personnel certification is accreditation based on competencies relating to a profession, occupation, or job and individuals are registered by a competent authority/an ISO 17024:2012 accredited personnel certification body) (3 marks)".</p> <p>Q. Does the company's personnel require ISO17024 training or are they required to have been certified by an ISO 17024 certification body. Why would this be a requirement for a conformity assessment programme?</p>	<p>Personnel must be registered by a competent authority or an ISO/IEC 17024: 2012 accredited personnel certification body.</p> <p>Please note that personnel certification is important for formal recognition and verification.</p>

<p>20.</p>	<p>Section IV - Application Forms Form EXP - 4.2(b) Experience service contract in Key Activities (select one) This form asks for a "Total Contract Amount".</p> <p>Q. Should this value be the revenue the bidding entity received from this contract, or should bidders estimate a total contract amount?</p>	<p>Kindly omit as Application Forms Form EXP-4.2(b) is part of Mandatory requirements (16-19) on (page 18) and doesn't apply in this tender.</p>
<p>21.</p>	<p>9. Section IV - Application Forms - Form EXP - 4.2(b) Experience service contract in Key Activities (select one) This form also asks for the total volume for the programme.</p> <p>Q. Again bidders won't have this information, should they estimate from the volume they certified for the programme?</p>	<p>Kindly omit as Application Forms Form EXP-4.2(b) is part of Mandatory requirements (16-19) on (page 18) and doesn't apply in this tender.</p>
<p>22.</p>	<p>Section IV - Application Forms Form EXP - 4.2(b) Experience service contract in Key Activities (select one) We would like clarification regarding the completion of Form EXP-4.2(b), specifically the section titled "Activity No. Two."</p> <p>Q. The instructions provided for this section appear incomplete, and we would appreciate further guidance on how to complete this section?</p>	<p>Kindly omit as Application Forms Form EXP-4.2(b) is part of Mandatory requirements (16-19) on (page 18) and doesn't apply in this tender.</p>
<p>23.</p>	<p>Section IV - Application Forms Form Per-2 We seek clarification regarding the completion of Form PER-2, specifically the section box under "Personnel Information" that asks for Details of Procuring Entity.</p> <p>Q. Please clarify what specific information is required under this section? Is this referring to KEBS details that the key personnel have previously worked for? If the personnel have not worked directly with KEBS, how should this section be completed</p>	<p>Kindly omit as Application Forms Form EXP-4.2(b) is part of Mandatory requirements (16-19) on (page 18) and doesn't apply in this tender.</p>
<p>24.</p>	<p>Criteria for Evaluation of Technical Proposals: 4. Qualifications and Experience of the Company's Personnel</p> <p>Q. We would like to seek clarification regarding the requirement for evidence of training for quality assurance staff in the product categories described in the tender. Could you please specify the expected coverage of this training?</p> <p>Q. We understand that for quality assurance roles, training should align with their responsibilities and the PVoC programme's objectives, such as ISO 9001, ISO/IEC 17020, or ISO/IEC 17065. Kindly confirm if these</p>	<p>Tenderers to provide evidence of training of quality assurance staff and their relevant work experience in the following product categories</p> <ul style="list-style-type: none"> ▪ Food and agricultural products ▪ Chemical products ▪ Pharmaceuticals products ▪ Medical devices ▪ Petroleum products ▪ Minerals

	standards are applicable or if there are additional requirements specific to this tender."	<ul style="list-style-type: none"> ▪ Electrotechnical and electronic products ▪ Mechanical products ▪ Civil, building and construction products ▪ Textiles and leather products
25.	<p>Criteria for Evaluation of Technical Proposals: 7. Accredited Laboratories We seek clarification regarding the requirement to submit a schedule of the tenderer's own/affiliated laboratories accredited to ISO/IEC 17025:2017 for at least Food, Agriculture, Chemical, Textile, and Leather scopes in the zones bid for. Including the full scope documentation for each laboratory, as specified, would result in a submission exceeding 5,000 pages (plus 3 copies, totaling approximately 15,000 pages).</p> <p>Q. To ensure a more sustainable and efficient submission, could KEBS confirm if it would be acceptable to provide (1) the accreditation certificate for each laboratory AND (2) a summary of the scope relevant to the product categories listed by KEBS, including the lab accreditation number and the name of the accrediting body? We propose to make the full scope documentation available upon request if the bidder is selected as a service provider. Kindly confirm if this approach aligns with KEBS requirements."</p>	The tender requirement remains as is. However, a web link giving full scope of accreditation for each laboratory may be provided by the tenderer in lieu of hard copies.
26.	<p>Request for Bid Extension. Q. We kindly request an extension of the tender submission deadline. Several countries in Asia will be observing extended public holidays in celebration of the Lunar New Year during late January and early February. This holiday is widely recognized as a significant cultural event, resulting in the closures of government offices, businesses, and service providers, including notary offices. We believe this extension will ensure that all prospective bidders, particularly those affected by the Lunar New Year, can submit high-quality proposals, fostering a more competitive and inclusive process.</p>	The deadline for application submission/ Tender closing date has been extended to Monday 3rd March 2025, 12 noon EAT.
27.	Joint Venture (JV) Participation: Could you please confirm whether participation in the above-mentioned tender is permitted in the form of a Joint Venture (JV)? If yes, we would also like to inquire if there are any specific restrictions or limitations regarding the maximum number of members allowed within the Joint Venture. Understanding this will help us structure our partnership appropriately.	Joint Venture (JV) is not allowed in this tender.
28.	Pre-Qualification Document Access: Could you kindly provide details on how we can obtain the complete set of Pre-Qualification Documents for this tender? Please advise if there are any formal processes, fees, or specific points of contact that we should follow to acquire these documents.	Prequalification Document may be viewed and downloaded for free from KEBS website

<p>29.</p>	<p>We are writing to kindly request an extension of the tender submission deadline for KEBS/PRE-Q/T006/2025/2028.</p> <p>This request is primarily due to unforeseen delays related to the notarization of our business documents. Specifically:</p> <ol style="list-style-type: none"> a. The notarization process in China is likely to be delayed because of the extended public holidays for Chinese New Year. b. The average expected timeline to notarize our documents would take two weeks from the other zones we are applying for. <p>Given these circumstances, we would greatly appreciate if you could extend the tender submission deadline by 2 weeks. This would allow us to ensure that all required documents are properly notarized and submitted in compliance with the tender requirements.</p> <p>We apologize for any inconvenience this may cause and remain committed to submitting a complete and accurate tender. Your understanding and consideration in this matter will be highly appreciated.</p>	<p>The deadline for application submission/ Tender closing date has been extended to Monday 3rd March 2025, 12 noon EAT.</p>
<p>30.</p>	<p>Do we need to notarize the Experience certificates of our Key employees from an official Notary, or can we attach a self-declaration document duly signed by the employee stating that the document is valid and true along with the certificates?</p>	<p>The tender requirement remains as is.</p>
<p>31.</p>	<p>Do we need to notarize the External Training certificates of our Key employees from an official Notary, or can we attach a self-declaration document duly signed by the employee stating that the document is valid and true along with the certificates?</p>	<p>The tender requirement remains as is.</p>
<p>32.</p>	<p>Point 16 (page 18) Duly filled and signed Average Annual Construction or Supply Contracts Turnover in the format provided (refer to section IV).</p> <p>Question: Template not available in the tender documents, can KEBS confirm that we can officially omit this requirement?</p>	<p>Kindly omit requirements (16-19) of the Mandatory requirements on (page 18), as the standard forms do not apply in this tender</p>
<p>33.</p>	<p>Point 17 (page 18) Duly filled and signed General Construction or Supply or Service Contract Experience (Select one) in the format provided (refer to section IV).</p> <p>"All Sub-contractors for key activities must complete the information in this form as per ITA 24.2 and 24.3 and Section III, Qualification Criteria and Requirements, 4.2."</p> <p>Questions;</p> <ol style="list-style-type: none"> 1. ITA 24.2 and 24.3 cannot be found in the tender documents. 2. The form request information to be filled by the "subcontractor". we 	<p>Kindly omit requirements (16-19) of the Mandatory requirements on (page 18), as the standard forms do not apply in this tender</p>

	<p>understand that TUV Rheinland is the applicant, though.</p> <p>3. This form asks for detailed PVOC experience but section III-Criteria for Evaluation of Technical proposal point 3(page 19) already request for an overview of experience plus recommendation letters. Hence, we are under the impression that this form is N/A , please confirm.</p>	
34.	<p>Point 18 (page 18) Duly filled and signed Specific Construction and Contract Management Experience or Supply or service Contract Experience (Select one) in the format provided (refer to section IV)</p> <p>Question: Template not available in the tender documents, can KEBS confirm that we can officially omit this requirement?</p>	Kindly omit requirements (16-19) of the Mandatory requirements on (page 18), as the standard forms do not apply in this tender
35.	<p>Point 19 (page 18) Duly filled and signed Construction Experience or Supply or service contract in Key Activities (select one) in the format provided (refer to section IV)</p> <p>Question: Template not available in the tender documents, can KEBS confirm that we can officially omit this requirement?</p>	Kindly omit requirements (16-19) of the Mandatory requirements on (page 18), as the standard forms do not apply in this tender
36.	<p>Point 7: (page 17) Notarized/certified copy(ies) of necessary license(s) to do business in each of the country (ies) in the zones as listed in Column 4, Table 1 below.</p> <p>Question: Where notarization/ certifications are required from numerous locations e.g. rental agreements and trade licenses, can KEBS confirm that scan copies for those notarized / certified copies are acceptable?</p>	The tender requirement remains as is.

3. DEADLINE FOR SUBMISSION OF TENDER

The tender closing date has been extended to **Monday 3rd March 2025, 12 noon EAT.**

All the other terms and conditions remain as per the tender document.

JANE NDINYA
CHIEF MANAGER, SUPPLY CHAIN.