



Simplifying Trade Processes for Kenya's Competitiveness

KENYA TRADE NETWORK AGENCY (KENTRADE)

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TENDER NO. KTNA/OT/07/2017-18

**TENDER NAME: SUPPLY, INSTALLATION AND
CUSTOMIZATION OF AN ELECTRONIC
DOCUMENT MANAGEMENT SYSTEM (EDMS)**

ADDENDUM No I

	BIDDER'S QUERY	KENTRADE'S RESPONSE
1.	As we are a Tunisian company, we would like to ask you if the present tender is related to an international call for bidding or a national one?	<i>This is a National open tender. It is open to companies registered in Kenya or foreign companies who can partner with a Kenyan registered company</i>
2.	As a foreign company, have we the option to submit a bid security delivered from a foreign bank (A Tunisian Bank).	<i>No. we shall require a bid security submitted from a bank in Kenya since the tender is targeting Kenyan registered companies.</i>
3.	As you mentioned in the bidding document: "Preference where allowed in the evaluation of tenders shall not exceed 15% », is there any margin of preference for local bidders within the framework of this project?	<i>There is no preference allowed in this tender.</i>

	In this case, where it's applicable? Does it influence the evaluation of the bid?	
4.	Have we the possibility to submit our financial proposal in USD currency (United States Dollar)?	<i>No. Prices quoted shall be in Kenya Shillings.</i>
5.	As you mentioned in the bid notice, there's a pre-bid meeting on 26/01/2018. Could we submit our bid even if we didn't reach the meeting?	<i>Yes. You may submit your bid despite not attending the bidders' conference. The bidders' conference is not mandatory.</i>
6.	As the number of users of the platform was not mentioned in the RFP, would you please consider giving this information?	<i>The number of estimated users is 300.</i>
7.	What is the estimated number of scanners?	<i>The number of scanners for initial digitization of existing documents is at the discretion of the vendor. However KenTrade may purchase one Scanner for operational use after the initial digitization has been done.</i>
8.	What are the processes to be implemented within the framework of this project?	<i>The processes to be implemented are the normal Organizational processes : The major processes are centered on the following departments:-</i> <ul style="list-style-type: none"> • Finance • Supply chain Management • Information communication Technology • Human Resource and Administration • Customer service and Contact centre • Business process re-engineering • Strategy planning compliance and Statistics

		<i>Kindly note that the specific procedures and processes will be availed to the successful bidder only.</i>
9.	Postponement of the deadline: Given the high interest for this project, we would respectfully request to postpone the deadline of submission which is February 06, 2018 at least one week, and ideally two weeks.	<i>We shall be communicating on the closing date if it changes. In the meantime, it remains as indicated- February 06, 2018 at 1000hours</i>

The addendum & clarification form part of the bidding document and is binding on all bidders. All other terms and conditions of the tender remain the same.

CHIEF EXECUTIVE OFFICER