



KENYA PETROLEUM REFINERIES LIMITED

Date: 4th December 2019

Tender No.: KPRL/OT/019.028/2019-2020

Tender Name: PROVISION OF LEGAL COMPLIANCE AUDIT & GOVERNANCE AUDIT

ADDENDUM NO. 1

ITEM	ISSUE RAISED	RESPONSE PROVIDED
1.	It is advisable that you separate technical evaluation for legal Audit and Governance Audit. The first cohort of governance Auditors were accredited at the end of 2015 or early 2016 but legal audit may have started earlier. The presidential order for the implementation of Mwongozo was in 2015 and Governance Audit for institutions under CMA started two years ago. So how did you arrive at over 10 years experience. That need to be amended	Technical evaluation schedule Item 1 has been amended by deleting the words "as per Mwongozo guidelines" to read "Experience in carrying out Legal Compliance audits and Governance Audits"

Except as indicated above all other terms and conditions of the tender remain the same.

KJ KIVISSI
FOR: CHIEF EXECUTIVE OFFICER

B: TECHNICAL EVALUATION

	Category		Max
1.	Bidder's relevant experience related to the assignment. (Bidder to include in the firm's profile/CV (format provided) detailed information of undertaking similar assignments)		30
	Experience in carrying out legal compliance audits & governance audits		
	<ul style="list-style-type: none"> • 10 years and above 	20	
	<ul style="list-style-type: none"> • 5 – 9 years 	10	
	<ul style="list-style-type: none"> • Below 5 years 	5	
	Submit proof in form of Four (4) reference letters from clients indicating nature of audit assignment & number of years offered (2.5 points for each, max 10). The letters MUST be addressed to KPRL.	10	
2.	Adequacy of the proposed Work Plan, Methodology and Timelines in responding to the terms of reference as per Mwongozo Guidelines; information to be provided		35
	<ul style="list-style-type: none"> • Activity schedules 	5	
	<ul style="list-style-type: none"> • Reporting schedules 	5	
	<ul style="list-style-type: none"> • Detailed data gathering processes 	10	
	<ul style="list-style-type: none"> • Detailed work methodology 	10	
	<ul style="list-style-type: none"> • Gantt chart fitting KPRL work scheduled timelines 	5	
3.	Comments and suggestions for improvement of ToR's and data, facilities to be offered by KPRL		20
	<ul style="list-style-type: none"> • Issues/observations and recommendations raised by bidders (2 points each, max 20) 	20	
4.	Key personnel (Necessary staff with adequate competence and experience to undertake the assignment). Staff Information to be provided in CV format indicating competence academic qualification and years of experience No. of years working experience of Team leader		15
	<ul style="list-style-type: none"> • 10 years and above 	15	
	<ul style="list-style-type: none"> • 5 – 9 years 	10	
	<ul style="list-style-type: none"> • Below 5 years 	5	
5.	Key personnel (Necessary staff with adequate competence and experience to undertake the assignment). Staff Information to be provided in CV format indicating competence academic qualification and years of experience No. of similar audits undertaken		20
	<ul style="list-style-type: none"> • Above 5 audits 	20	
	<ul style="list-style-type: none"> • 3 – 5 audits 	10	
	<ul style="list-style-type: none"> • Below 3 audits 	5	
	Total Score		120

Note: Total score obtained shall be converted into %age score. Pass mark – 75%overall

Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score of 75% overall.

A. J. Mwangi