

## **ADDENDUM NO. 1**

### **TENDER NUMBER: OAG/OT/02/2024-2025 - PROVISION OF PRE-RETIREMENT TRAINING FOR THE OFFICE OF THE AUDITOR-GENERAL STAFF**

Reference is made to the above-mentioned tender which was published on the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke) and on the Office of the Auditor-General's website [www.oagkenya.go.ke](http://www.oagkenya.go.ke) on 17 September 2024. We wish to make the following clarifications:

| <b>S/No.</b> | <b>Section in the Tender Document</b>                      | <b>Requirement</b>                                                                                                                                                                      | <b>Clarification</b>                                                                                                                                                                                                                                 |
|--------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.           | <b>Section III – Evaluation and Qualification Criteria</b> | Part 1b of the Technical Requirements - If NITA Certificate is for the individual or organization                                                                                       | The NITA Certificate in part 1b is for the organization.                                                                                                                                                                                             |
| 2.           | <b>Section III – Evaluation and Qualification Criteria</b> | Part 3 of the Technical Requirements - The expected evidences on handling retirement matters.                                                                                           | The required in part 3 should be: - A detailed Curriculum Vitae (CV) clearly indicating experience and the relevant institutions in handling retirement matters. This may be verified by OAG.                                                        |
| 3.           | <b>Section III – Evaluation and Qualification Criteria</b> | The technical requirements concentrate on 1 person (team leader). Is there any advantage of having other trainers on board and they will not be evaluated yet this affects the pricing? | Only the team leader will be evaluated. However, firms are expected to propose other team members who must be competent to support the training in line with the TORs. The entire team may be considered during the execution in performance rating. |
| 4.           | <b>Qualification Forms</b>                                 | Provision of the year for financial statement missing on Page 71                                                                                                                        | There is no requirement for provision of Financial Statement.                                                                                                                                                                                        |
| 5.           | <b>Qualification Forms</b>                                 | Should Form Per 2 - Page 64 be filled?                                                                                                                                                  | Yes, the form should be filled.                                                                                                                                                                                                                      |

|    |                                    |                                                                               |                                                                                                                    |
|----|------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| 6. | <b>Tender Closing/opening date</b> | Tender Closing/opening date<br><b>3 October 2024</b> Time<br><b>11.00a.m.</b> | <b>Changed to:</b><br>Closing/Opening date <b>8 October 2024</b> Time <b>11.00a.m.</b><br>Venues remains the same. |
|----|------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|

All other terms and conditions remain unchanged.

**Deputy Auditor-General - Corporate Services**  
**For: The Auditor-General.**

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## **PROCUREMENT PRIVACY NOTICE**

### **What is personal information?**

"Personal information" means any information that can be used to identify a person or an individual who is reasonably identifiable. Examples of Personal Information we collect include: names, addresses, email addresses, phone and identification numbers, salutation, Nationality. In general terms, this includes information that personally identifies you either directly (e.g. your name) or indirectly.

"processing" means any operation or sets of operations which is performed on personal data or on sets of personal data whether or not by automated means, such as

- (a) collection, recording, organisation, structuring;
- (b) storage, adaptation or alteration;
- (c) retrieval, consultation or use;
- (d) disclosure by transmission, dissemination, or otherwise making available; or
- (e) alignment or combination, restriction, erasure or destruction.

### **What personal data do we collect?**

The information that we may collect and process includes but is not limited to the following:

- i. information about your staff's career history, or education.
- ii. Any identifying name, number, mark, email address, street name, phone number, or other specific designation given to the person.  
the individual's name, if it is present along with additional personal information about the individual or if the revelation of the name alone would provide information about the individual.
- iii. details regarding the race, information about a person's contained in their CVs and CR 12; it may include information about their nationality, ethnic, or social origin;
- iv. Emails that the sender directly or implicitly designates as private or confidential, as well as follow-up messages that would divulge the original email's contents;
- v. the ideas or viewpoints of another person regarding the person.

### **How do we collect your personal data?**

Most of the personal information we process is provided to us directly by the bidding company in the bids or by members of staff during the procurement process.

### **How will we use your personal data?**

The information we collect will depend on the reasons for which it is collected and used. This might differ in our various interactions. We will only collect information that we need



for procurement purposes and for the performance of a contract once the procurement process is completed.

#### **How do we keep your personal data safe?**

The Personal Information provided is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for the period prescribed in the Document Archiving and Retention Policy.

#### **Whether we share personal data with third parties**

We may disclose personal information to third parties in accordance with the Data Protection Policy, other government institutions in the execution of their statutory or constitutional mandates, our external auditors, contractual service providers when necessary and where you would reasonably expect us to disclose your information.

#### **What are the data protection rights of individuals?**

When a company provides personal data to us, their staff have certain rights available to them in relation to that data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, indicating which right the staff member wishes to exercise:

**Your right of access** - the individual has the right to ask us for copies of their personal information.

**Your right to rectification** - they have the right to ask us to rectify information they think is inaccurate. They also have the right to ask us to complete information they think is incomplete.

**Your right to erasure** - They have the right to ask us to erase their personal information in certain circumstances.

**Your right to object to processing** – they have the right to object to the processing of their personal data in certain circumstances.

**Your right to data portability** - They have the right to ask that we transfer the information provided to us to another organisation, or to themselves, in certain circumstances.

They are not required to pay any charge for exercising their rights. If they make a request, we have fourteen days to respond to you.

In the case of data portability, the individual is required to pay for the transfer and the process should be effected within 30 days.



Incase of any enquiries or complaints contact:  
Data Protection Officer  
Email: [dpo@oagkenya.go.ke](mailto:dpo@oagkenya.go.ke)  
Office of the Auditor General  
Anniversary Towers, University Way  
P. O. Box 30084-00100  
**NAIROBI**

**In case of complaints you can contact the Office of the Data Protection  
Commissioner**

Office of the Data Protection Commissioner  
Communications Authority Centre  
[info@odpc.go.ke](mailto:info@odpc.go.ke)  
P.O Box 30920-00100  
G.P.O Nairobi

