

## ADDENDUM NO. 1

### MINUTES OF THE PRE-BID CONFERENCE HELD AT KEMSA'S TENDER OPENING HALL ON 21<sup>ST</sup> APRIL 2021 FOR TENDER NO.KEMSA/ONT5/2020-2023 FOR PROVISION OF TRANSPORT SERVICES FOR MEDICAL COMMODITIES TO VARIOUS HEALTH FACILITIES IN MOMBASA REGION

The meeting commenced with a word of prayer at 11.05 AM .The chairperson welcomed all the present. He informed them that Pre-bid conference was a very important part in tendering bearing in mind that some of the bidders may not have been exposed to tendering before and thus it was the ideal forum for them to raise any queries related to the tendering process.

#### Review of Requirements and Tender procedures

##### Tender Evaluation

The evaluation shall be in three stages namely;

- Preliminary Examination
- Technical evaluation
- Financial Evaluation

##### Preliminary Examination

This involves examination of tenders to determine whether they are complete, documents have been properly signed, there is statutory compliance and bids are responsive. The following documents **must** be submitted and filed.

- i. Bidding documents must be paginated/serialized. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1,2,3.....n where n is the last page) **(MANDATORY)**.
- ii. Form of Tender duly filled and signed **(MANDATORY)**.
- iii. Original Bid Security in the prescribed format issued by a bank or insurance company approved by Public Procurement Regulatory Authority (PPRA) and valid for a minimum of 150 days from date of tender opening. **(MANDATORY)**.
- iv. Value of Bid Security should be **Kes. 2,594,300.00 (Kenya Shilling Two Million, Five hundred and Ninty Four thousand, three hundred only)** or equivalent in a freely convertible currency, (Original copy to be delivered to procurement office on tender closing date). **(MANDATORY)**.
- v. Anti-corruption Policy duly filled and signed **(MANDATORY)**.
- vi. Provide evidence of cold chain capability atleast 3 vehicles (vehicle calibration certificate) **(MANDATORY)**.



- vii. Provide evidence of compliance to labour laws (NSSF, NHIF, and WIBA) (MANDATORY).
- viii. Copy of Certificate of Incorporation (MANDATORY).
- ix. Copy of current Tax Compliance Certificate (MANDATORY).
- x. Duly completed and signed Confidential Business Questionnaire

**NOTE:** In a joint venture situation the above mandatory requirements (vii, viii, ix) must be submitted by each of the respective entities forming the joint venture.

The responsive bidders at this stage will proceed to technical evaluation.

### **Technical Evaluation**

Bidders who are responsive at preliminary examination will be evaluated as per the evaluation criteria provided for on pages (45-47) of the tender document. Bidders are required to score 80% and above to be considered for Financial Evaluation. Those who score below 80% will be eliminated at this stage from the entire evaluation process and will therefore not proceed to the next stage.

### **Financial Evaluation**

Bidders who pass technical evaluation proceed to this stage. The lowest bidder will be recommended for award.

### **Question and Answer Session**

The following are the questions which were asked and the responses made in each case.

#### **Question 1**

Is calibration certificate required under preliminary stage for vehicles under 3 tonnes?

#### **Answer:**

No, specific vehicle tonnage is required.

#### **Question 2:**

Do we generate our own anticorruption certificate?

#### **Answer**

Yes, you can either generate your own certificate or fill the forms provided in the tender document.

#### **Question 3**

IFMIS portal has a limit of attaching documents, what should we do in the event we have bulky documents that cannot be attached?



**Answer:**

You can send the documents in a zipped file or attach them in bits but in a sequential order.

**Question 4**

Under technical requirement, can we attach invoices as proof of having rendered similar services elsewhere?

**Answer:**

Please provide evidence inform of contracts from previous/ongoing clients.

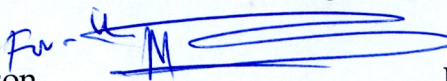
**Question 5**


Are we only supposed to attach bid bond on IFMIS portal?

**Answer:**

Original bid bond should be delivered to procurement office on or before tender closing date.

There being no other business the meeting ended at 11.50am

Signed: Chairperson..........Date..... 21/04/2021

Secretary..........Date..... 21/04/2021