


<b>Meeting:</b>	<b>KEMSA SITE VISIT/PRE-BID MEETING</b>	
<b>Date Held:</b>	<b>21<sup>st</sup> September,2022</b>	
<b>Time:</b>	<b>10:00am - 2.00pm</b>	
<b>Location:</b>	<b>KEMSA EMBAKASI NEW WAREHOUSE BOARD ROOM</b>	
<b>No.</b>	<b>Agenda</b>	
1	Site visit/Pre-bid meeting	

**Opening remarks**

The Pre-bid meeting started at 10:00 a.m. with a word of prayer.

The Chair welcomed all bidders present and the following areas were highlighted:

**1. Tenders advertised.**

The below listed tenders were advertised and closing as indicated.

#	Tender No.	Tender Description	Tender closing date
1.	GF-KEMSA/CONST 03/ONT 01 /2022/2023	Supply, Installation, and Testing and Commissioning of Lifts at KEMSA New Warehouse.	4 <sup>th</sup> October, 2022 at 10:00am
2.	KEMSA/CONST/RT 01/2022/2023	Supply, Installation, and Testing and Commissioning of In Rack Fire Fighting Components and Associated Works at KEMSA New Warehouse	4 <sup>th</sup> October, 2022 at 10: 00 am

Prospective bidders were informed that this was a retender process as the initial tenders were non - responsive. It was clarified, the tender for in rack firefighting was retendered through restricted tender method and only two firms were invited to participate. i.e Elsan Mechanical Engineering Limited and Volcanic Plumbing Works.

Prospective bidders were informed that new standard tender document has been used and requested to familiarize themselves with the requirements. Some of the changes noted in the new tender documents is on site visit which is not Mandatory as indicated in ITT Clause 7.6 of the tender document "Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer".




**2. Bid Submission Requirements**

- Bids shall be submitted manually.
- Completed serialized/paginated tender documents.
- The documents will be One original and a copy in plain sealed envelopes clearly marked on top with the Tender Number and Description and accompanied by a Bid Security of the amount specified in the Standard Bid Document or equivalent in a freely convertible currency from Commercial Banks or Insurance Companies Approved by The Insurance Regulatory Authority (IRA) and listed by The Public Procurement Regulatory Authority

**3. Bid Evaluation Criteria.**

Bidders in attendance were taken through the mandatory Preliminary and Technical requirements of bid submission and there after a walk to the new warehouse the In-rack firefighting equipment and lifts installation areas.

**4. Question and Answer Session**

Question		Response
Q1	Lift Bidders raised the request to have them allowed to measure the existing shaft so as to ascertain dimensions	<ul style="list-style-type: none"><li>• Bidders were informed that the request was not possible at the moment as the shafts had been boarded up with masonry works due to safety concerns.</li><li>• Bidders were also informed that the dimensions stated in the bid document are as constructed on site and therefore they should suffice.</li><li>• Bidders were also informed that after award to the successful bidder, then the shafts shall be opened up to enable them do measurements and therefore produce shop drawings based on existing conditions on site.</li><li>• In the event that there is any contradicting information on site compared to what is in the Bid document, then this shall be handled contractually as required by law.</li></ul>
Q2	Lift Bidders raised a request to know the overhead dimensions allowed for each lift shaft as it was not captured in the bid document.	<ul style="list-style-type: none"><li>• The overhead dimension allowed for and constructed is 4500mm above the last floor</li></ul>

Q3	Bidders requested to know the currency to be used in bidding for the contract	<ul style="list-style-type: none"> <li>As stipulated in the document, the currency to be used in the bidding shall be Kenya Shillings (Ksh.) only. No alternatives. This is as stated under section 15.3 of preparation requirements for the tender.</li> </ul>
Q4	Bidder required to know if they shall be filling the foreign bidders form in the document	<ul style="list-style-type: none"> <li>Bidders were informed that those are standard documents in any public tender document.</li> <li>Bidders were also informed that this is an Open National Tender (ONT) and therefore international bidders were not eligible unless they are in joint venture with a local company.</li> </ul>
Q5	Bidders sought clarification on NCA being a mandatory requirement for the bid. Bidders confirmed that international bidders are not issued with NCA certificates until they get an award letter.	<ul style="list-style-type: none"> <li>Bidders were informed that this is an Open National Tender (ONT) and therefore international bidders were not eligible unless they are in joint venture with a local company.</li> <li>NCA is a mandatory requirement for any local contractor as they are recognized and registered under the body and therefore the certificate should be attached</li> <li>In the event of a JV, then the local company NCA certificate shall be attached.</li> <li>Foreign companies are also only eligible to bid for projects solely with a value limit of category NCA 1 as stipulated in the act.</li> </ul>

Chair Name: Mary Kitale Signature:  Date: 21/Sept/2022

Secretary Name: Cecilia Mugo Signature:  Date: 21/09/2022