

REPUBLIC OF KENYA

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PARLIAMENTARY SERVICE COMMISSION OFFICE OF THE DIRECTOR-GENERAL

Our Ref: PJS/PROC/2/VOL.I/(6)

Date: 10th March, 2020

TO ALL BIDDERS

1RFP NO. PJS/RFP/001/2019-2020: CONSULTANCY SERVICES FOR PREPARATION OF A MASTER PLAN, PRELIMINARY AND DETAILED DESIGN, TENDER DOCUMENTS AND CONSTRUCTION SUPERVISION OF THE PROPOSED CENTRE FOR PARLIAMENTARY STUDIES AND TRAINING ON LR NO.28172

CLARIFICATIONS SOUGHT BY BIDDERS

The Commission is in receipt of questions from various bidders seeking clarifications on the referenced tender.

The table below shows the issues raised and the response/clarifications provided.

| No. | QUERY/ CLARIFICATION SOUGHT | CLARIFICATION BY THE COMMITTEE |
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| 1) | Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Kenya. Comment: It is requested to kindly clarify whether the regional experience of proposed professional other than similar conditions of Kenya can be considered. | Bidders are advised to adhere to the specifications as specified on page 63 of the request for proposal document |
| 2) | "CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years." | Refer to the RFP document page 63 - 64 and note that the requirement of 10 years is a minimum requirement |

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| | <p>Comment:</p> <p>In order to show case best experience of an expert proposed for the assignment, it is requested to kindly increase degree of responsibility held in various assignments from 10 years to 20 years and also requested to kindly consider CV's of professionals signed by authorized person at bidding stage and CV's with signature of key personnel may be submitted at time of contract signing.</p> | |
| 3) | <p>"The bidder shall submit a technical proposal that must give the names and CVs of one (1) lead project manager and two (2) other assistants from diverse backgrounds and as specified in the Terms of Reference."</p> <p>Comment:</p> <p>It is requested to kindly consider only the names of additional staff i.e. 1 No. of Lead Project Manager and 2 Nos. of other assistants during the bidding stage and allow their CVs to be submitted during the contract negotiation or during the contract signing.</p> <p>Kindly consider.</p> | <p>The specification in the RFP document suffices. The CVs must be submitted as stated in the RFP document</p> |
| 4) | <p>As per the tender, the tender security form has to be submitted in the form of Bank Guarantee. It is requested to kindly provide the format for tender security fee or can it be processed in any format.</p> <p>Kindly clarify.</p> | <p>A standard tender security form will be provided to all bidders who attended the Pre-Bid conference and is also available on the website on the website</p> |
| 5) | <p>"Experience in consultancy for projects of similar magnitude or more Three(3) projects each of Kshs. 1billion and above-6marks Two (2) projects each of Kshs. 1billion and above-4marks One (1) projects each of Kshs. 1billion and above-2marks"</p> <p>Comment:</p> <p>It is requested to kindly modify the above clause as ;</p> <p>Three (3) projects each of Kshs. 100 Million and above-6marks Two (2) projects each of Kshs. 100 Million and above-4marks</p> | <p>Adjusting this would amount to changing the specifications, therefore bidders are requested to adhere to the requirement in the Request for Proposal document.</p> |

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| | One (1) projects each of Kshs. 100 Million and above-2marks" | |
| | May kindly consider the above change. | |
| 6) | For wider participation, it is requested to kindly increase the project duration of specific experience required from last five years to Ten years and also requested to kindly clarify whether on-going projects can be considered under specific experience of the Consultant. | The provisions in the Request for Proposal Document suffices and must be met. |
| 7) | <p>"Prepare and submit a prototype model of the proposed facilities showing locations as given on the master plan (buildings, pavements, field, car parks, street lights etc.)."</p> <p>Comment: It is requested to kindly relax this clause for wider participation. Instead a computer-based layout (2D/3D) may be allowed to be submitted along with the bid.</p> | As per the comment in the queries, a 3D computer-based layout is acceptable for purposes of this tender |
| 8) | With reference to clause 1.7, letter of invitation, the tender security of amount Kshs. 2,000,000 is required for the subject work. Since we, WAPCOS Limited is India based firm under Ministry of Jal Shakti, Government of India and we are very much keen to apply for this assignment, it is requested to kindly consider the tender security issued from a nationalized bank of Government of India for subject work. | This procurement is bound by the laws of Kenya and hence the requirements in the Request For Proposal Document must be adhered to |
| 9) | Time extension of at least Three weeks may be granted from the date of issue of minutes of pre-bid meeting in order to make a comprehensive bid | <p>The tender preparation period has been extended by eight (8) days.</p> <p>The tender opening date shall be tender documents will be on Friday 20th March, 2020 at 11.00 am</p> |
| 10) | The performance security of 5% of the contract price from an established bank recognized by the Central Bank of Kenya shall be provided before signing of the contract. - kindly clarify if a consultant can submit Performance Security in the form of Bank Guarantee | Bidders are advised that the Request For Proposal requires bidders to submit a performance security of 5% |
| 11) | 2.8.4 Preference: International firms are required to associate with local firms and a proof of a joint venture/consortium | Bidders are advised to refer to the Request For Proposal document and adhere to its |

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| | agreement must be attached to the Technical proposal. - we request that International firms should be allowed to participate for this tender, however if the Firm is selected then they need to associate with local firm for day to day coordination. Association with local firm during Proposal stage not to be made mandatory | requirement. |
| 12) | We assume that international firms that international companies can submit relevant Registration documents which are acceptable in their home country | This would be inconsistent with Kenyan procurement law. It is hence clarified that the requirements in the Request For Proposal document be adhered to. |
| 13) | Date of proposal submission: the pre bid meeting for this project was conducted on 19th Feb 2020, however there are no minutes issued, we therefore request that the date of proposal submission to be extended by 7 days | <p>The minutes were circulated to bidders present during the Pre-Bid visit and are hereby provided and will be uploaded on the website.</p> <p>The tender preparation period has been extended by eight (8) days.</p> <p>The tender opening date shall be tender documents will be on Friday 20th March, 2020 at 11.00 am</p> |

**C. M. NYANDIERE,
DIRECTOR-GENERAL, JOINT SERVICES,
PARLIAMENTARY SERVICE COMMISSION**