



**MINUTES OF THE PRE-BID COMMITTEE FOR TENDER NO: PSC-RT-015-2022-2023 FOR SUPPLY AND DELIVERY OF BROADCASTING EQUIPMENT HELD ON FRIDAY, 30<sup>TH</sup> SEPTEMBER, 2022 AT GROUND FLOOR BOARDROOM, RED CROSS BUILDING.**

**Members Present**

1. Ms. Emmy Chepkwony, Principal Clerk Assistant - Chair
2. Mr. Stephen Nyakuti, Technical Manager PBU - Member
3. Ms. Maryanne Karanja, ICT Officer - Member
4. Mr. Muhsin Hassan, Procurement Officer - Secretary
5. Mr. James Wanga, Procurement Officer - Secretariat
6. Mr. Edwin Wandili, Office Assistant - Secretariat

**In-Attendance**

1. Mr. Stephen Tayari, Procurement Officer
2. Ms. Basquilin Opete, Procurement Officer

**PROSPECTIVE TENDERERS/THEIR REPRESENTATIVES PRESENT**

No.	Name of Bidder	Name of Firm	Email Address
1.	Mr. Rodgers Msisa	Trenchmax Solutions Limited	<a href="mailto:sales@trenchmax.co.ke">sales@trenchmax.co.ke</a> <a href="mailto:info@trenchmax.co.ke">info@trenchmax.co.ke</a>
2.	Mr. Charles Musau	Flexifield Enterprises Limited	<a href="mailto:flexifieldltd@gmail.com">flexifieldltd@gmail.com</a>
3.	Mr. Ian Nyaga	Finton Logistic Limited	<a href="mailto:fintonlogs@gmail.com">fintonlogs@gmail.com</a> <a href="mailto:ian.nyaga@gmail.com">ian.nyaga@gmail.com</a>
4.	Ms. Faith Ndungu	Promise Traders Limited	<a href="mailto:promisetraderslimited@yahoo.com">promisetraderslimited@yahoo.com</a>
5.	Mr. James Kigika	Acts Business Systems Limited	<a href="mailto:info@absltd.co.ke">info@absltd.co.ke</a> <a href="mailto:abizsystems@gmail.com">abizsystems@gmail.com</a>
6.	Ms. Rahab Njeri	Purple Strings Ventures	<a href="mailto:purplestringsventures@gmail.com">purplestringsventures@gmail.com</a>

**MIN. NO.1/30/09/PRE-BID PSC-RT-015 - Prayer**

The meeting commenced at 9:30 a.m. with a prayer by The Chair.

**MIN. NO.2/30/09/PRE-BID PSC-RT-015 - Preliminaries**

The chairperson introduced herself and welcomed the committee members and prospective bidders/ their representatives and requested them to introduce themselves.

**MIN. NO. 3/30/09/PRE-BID PSC-RT-015 - Background Information**

The Chairperson explained to the Committee that the pre-bid meeting was organized so as to allow the procuring entity, end user department and the prospective bidders interact, seek clarifications on the tender document and market and technological situations where necessary and get feedback on the procurement process.

The Chairperson informed prospective bidders that the minutes and resultant clarifications and responses will be sent to them through their emails and the same will be uploaded on the Commission website.

The Secretary was requested to take the prospective bidders through the tender document and allow interventions from bidders on areas that they may need clarifications

**MIN. NO.4/30/09/PRE-BID PSC-RT-015 - Clarifications From Prospective Bidders**

**Clarification 1:** *Technical specification compliance matrix:*

Answer: Prospective bidders were informed that the technical specification compliance matrix is well tabulated in the technical evaluation criteria.

**Clarification 2:** *Form of tender*

Answer: The Committee was informed that bidders are required to submit three forms of tenders; one for each of the three lots and thus price evaluation will be done for items per lot (Contract) listed in the price schedule that is Lot 1, Lot 2 and Lot 3. This is clearly spelt out in Section II – Tender Data Sheet, ITT 33.2

**Clarification 3:** Provision of a breakdown of a bidder's quote for each item into the CIP costs and inland conveyance charges till delivery as structured in the price schedule for goods yet to be imported or for goods already imported.

Answer: The Committee was informed that bidders need to factor in all their costs likely to be incurred to deliver the items and quote the aggregate unit costs per item in the appropriate price schedule form.

**Clarification 4:** *submission of Gantt chart delivery schedule:*

Answer: Prospective bidders were informed that it was mandatory for them to submit their delivery schedule chart in the format set out in the tender





document. However, a bidder could elaborate on the delivery schedule with Gantt chart to indicate how much time each delivery activity will last.

**Clarification 5:** *Certification of audited accounts as true copies and certification of other documents as true copies.*

Answer: The Committee was informed that audited financial accounts to be certified by a certified auditor as being true copies of audited accounts whereas other documents are to be certified as true copies by a Commissioner of Oath.

**Clarification 6:** Banks in their practice are conservative to guide stakeholders on creditworthiness of their customers and in the event banks do not disclose the maximum amount of credit they may advance their customers to finance a successful bid, how is this to be dealt with in light of the requirement of mandatory requirement No. 19(ii).

Answer: Prospective bidders were informed that it was necessary for them to disclose their sources of funding and the exact amount financial institutions are willing to advance to them to execute the tender. In case of a challenge with banks to issue the bank letter in required format, bidders to request banks to issue them with compliant documents to help procuring entity assess the financial capability of bidders.

**Clarification 7:** Extension of deadline for submission of bids.

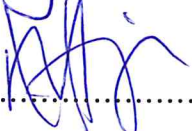
Answer: The Committee deliberated on the matter and agreed that the deadline for submission of bids be extended from Tuesday 4<sup>th</sup> October, 2022 at 1100 Hours to Tuesday 11<sup>th</sup> October, 2022 at 1100 Hours.

**MIN. NO.5/30/09/PRE-BID PSC-RT-015 - Adjournment**

There being no other business, the meeting adjourned at 10.30 a.m.

**Signed**

Chairperson:  Date 3/10/2022

Secretary  Date 3/10/2022

