



**MINISTRY OF MINING, BLUE ECONOMY, AND MARITIME AFFAIRS**  
**STATE DEPARTMENT FOR BLUE ECONOMY AND FISHERIES**  
**AQUACULTURE BUSINESS DEVELOPMENT PROGRAMME**

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**MINUTES OF PRE-BID MEETING FOR THE TENDER FOR SUPPLY AND DELIVERY OF FISH FINGERLINGS FOR ABDP PROGRAMME, REF NO. KEN-2000001132-0187-G-NCB THAT WAS HELD VIRTUALLY ON 10<sup>TH</sup> APRIL 2024 AT 1000HRS.**

**MEMBERS PRESENT**

1. Samuel Muthui – Procurement Specialist, ABDP
2. Veronicah Chege – Procurement Officer, ABDP
3. Grace Njagi- Aquaculture Specialist, ABDP
4. Bonface Koskei – Procurement Intern, ABDP
5. Prospective bidders who had registered by the time of the meeting.

**MIN. No.01/ABDP/2023-2024/0187-G-NCB - OPENING REMARKS**

The Procurement Officer called the meeting to order at 10.00AM. The members were informed that the meeting was to guide the interested bidders on the bidding requirements, documents comprising the applications, evaluation criteria of the bids and respond to any questions requests for clarifications from the bidders.

**MIN.No.02/ABDP/2023-2024/0187-G-NCB - PRESENTATION BY THE PROGRAMME ON THE BIDDING REQUIREMENTS**

The procurement officer took the members through the sections of the bid document with emphasis on the bid data sheet and highlighted the key areas as below:

- That the interested bidders should submit sealed bids to Aquaculture Business Development Programme offices in Nyeri by 23<sup>rd</sup> April 2024 at 11.00 AM, which is the official bid closing date.
- There are two categories of bids, category I and Category II in the same bidding document.
- There are nine lots (9) where each lot represents a county. The bidders should clearly indicate the lots they are quoting for in the envelope and in the bid forms

It was further emphasized that the bidders should pay key attention to the documents comprising the application and organize their documents well for submission.

### **MIN. No.03/ABDP/2023-2024/0187-G-NCB- QUESTIONS FROM THE BIDDERS**

The chair opened the floor to anyone who had a question or wanted to seek clarification. Questions were asked and responded to as:

- i.** One of the bidders asked if there are any requests for clarification sought by the bidders prior to the pre-bid conference?

**Clarification:** *It was clarified that there has been one request for clarification received from a bidder and the clarification shall be shared with all the bidders in the meeting.*

- ii.** A request for clarification was received on the eligibility for bidding for the two categories as specified in the BDS for ITB sections 18.3(b), 29.1 and 30.1 (2&3), in instance where a bidder does not meet the requirements for Category one due to experience in number of years and also does not meet the AGPO requirement for Category two.

**Clarification:** *It was clarified that the bidding process does not intend to leave any bidder/ hatchery out but rather enhance competition and participation by qualified hatcheries. The bidding document has been developed with due consideration of the principles of procurement, the buyer's requirements, sensitivity of the nature of goods (the fingerlings) and the interest of the farmers' to ensure they get quality fingerlings. However, the Programme notes that this concern by the bidders who do not fall in either of the two categories despite being registered hatcheries. The Programme shall seek further guidance from IFAD in regard to this issue and shall inform the bidders on the guidance received as well as the way forward as it may be necessary.*

*It was further clarified that bidders are free to bid for any of the categories where they meet the eligibility criteria.*

**iii.** A request for clarification on whether a supplier can quote for only one species was received.

**Clarification:** *It was clarified that where a supplier produces only one of the required species, then the supplier should quote for the lots that match the species they produce.*

**iv.** A request for clarification on what should be filled out on the bidding form no. 4 “Price Schedule for Related Services”.

**Clarification:** *It was clarified that this table is for filling prices for related services/ costs in regards the goods in bidding from No. 3.*

#### **MIN. No.04/ABDP/2023-2024/0164-G-NCB -CLOSING REMARKS**

The programme team emphasized on the post-qualification as stated in the BDS for ITB section 33(4) . The post qualification shall be conducted after the evaluation where the evaluation committee with technical support from the Kenya Fisheries services, who is authorized to undertake hatchery authentication, shall visit the recommended hatcheries to verify location and assess the bidder’s capacity to produce fingerlings as well as availability of resources for acclimatization, packaging and transportation of fingerlings.

The programme team thanked the bidders for availing themselves to attend the pre-bid conference. There being no further business, the meeting was adjourned at 1120hrs.

Cleared for Circulation

Date: 10/04/2024