



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

MINUTES OF PRE-BID MEETING FOR THE TENDER FOR SUPPLY AND DELIVERY OF FISH FEEDS FOR ABDP PROGRAMME, REF NO. KEN-2000001132-0164-G-NCB THAT WAS HELD VIRTUALLY ON 9TH APRIL 2024 AT 1000HRS.

ABDP MEMBERS PRESENT

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

MIN. No.01/ABDP/2023-2024/0164-G-NCB - OPENING REMARKS

The Procurement Specialist 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 and clarifications that the bidders request for.

MIN.No.02/ABDP/2023-2024/0164-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 19th April 2024 at 11.00 AM, which is the official bid closing date.
- 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 also clarified that the maximum number of Lots to be awarded per successful bidder shall be four (4).
- That there was a corrigendum published on the 26th of March 2024 on Mygov pullout of the Star newspaper as well as on the programme website (www.abdpcu.org) correcting the bid security amount.

The chair further emphasized that the bidders should pay key attention to the documents comprising the application to avoid disqualification.

He noted that the applications shall comprise all the mandatory documentary evidence based on the category being applied for as specified in the bid document.

MIN. No.03/ABDP/2023-2024/0164-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. Question 1- Request for clarification on the minimum annual sales requirement as specified in 18.3 (b) and 30.1 in the BDS.

Clarification: It was clarified that the requirement is as specified in BDS section 18.3 (b), minimum annual sales of Fish feeds is; Kes 10 Million (total value in the LPOs or contracts or bank statements) for each the past 2years.

- ii. Question 2 – Whether to submit the bid with a bid security or a bid securing declaration.

Clarification: It was clarified that a bid security in the manner specified in the bid document and amount specified in the corrigendum is required as well as in the corrigendum are required. A bid securing declaration too is required as specified in the bid data sheet.

iii. Question 3- The number of past similar contracts that a bid is required to have executed.

Clarification: It was clarified that evidence of having executed at least five (5) contracts for supply of Fish feeds for similar scope and value as the value of the total Lots applied for in the last two years, attach LPOs or contracts recommendation letters or completion certificates for at least three of the LPOs or Contracts is required.

iv. Question 4- Whether to include the cost of transport to the unit price on the bidding form “Price Schedule for Goods Offered from within the Purchaser’s Country”

Clarification: It was clarified that the quoted price shall be inclusive of all costs to the destination.

v. One of the prospective bidders requested that the bid form to be shared in word format. The standard bidding forms in word format and shall be uploaded on the programme website (www.abdpcu.org) together the minutes of the pre-bid conference.

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

The chair reiterated the importance of this process and sensitivity of feeds. He emphasized the requirement for bidders to submit Quality inspection reports from competent authorities or laboratory showing that the feed being offered has been tested and found to be compliant.

There being no further business, the meeting was adjourned at 1100hrs.

Cleared for Circulation

Date: 09/04/2024