

**BANKI
KUU YA
KENYA**



**CENTRAL
BANK OF
KENYA**

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ADDENDUM NO. 1

TENDER FOR SUPPLY, INSTALLATION TESTING AND COMMISSIONING OF LPG EQUIPMENT SUB-CONTRACT FOR PROPOSED CONSTRUCTION OF CBK POLICE HOUSING AT INDUSTRIAL AREA, NAIROBI FOR CENTRAL BANK OF KENYA, TENDER NO. CBK-024-2021-2022

The above captioned tender was published on 15th September, 2021. In response to the clarifications sought during the pre-bid meeting held on 23rd September, 2021, the Bank is hereby issuing **Addendum No. 1** as follows:

No.	Clarification Sought	Response/Clarification by the Bank
1	The Summary page 69 contains an item on Preliminaries and General Conditions brought forward. There are no details on what constitutes preliminaries and general conditions.	Preliminaries and General Conditions brought forward will cover all costs which bidders may consider to arise from compliance with the contract requirement and will include and not limited to: • Mobilization and setting up stores, tools and all necessary equipment on site; • Insurance of the works in accordance with the Conditions of Contract; • Performance Bond in accordance with the Conditions of Contract
2	The Summary page 69, indicates that, "Total Cost is Carried Forward to Form of Tender" .	The statement is amended to read, "Total Cost carried to Grand Summary Page 70" .
3	Tenderer's pointed out that Energy Petroleum Regulation Authority (EPRA) register LPG suppliers and not installers of the LPG equipment. A clarification was sought on the requirement.	The Preliminary Examination Parameters in page 32 is modified by DELETING Item No. 7 , "Provide documentary evidence of the Company's valid registration by Kenya Petroleum Regulation Authority (EPRA)." However, prospective tenderers are informed that the successful bidder will be required to engage a government DOSH inspector to inspect the LPG installation and a certificate obtained on behalf of the client before acceptance of the LPG installation.
4	Modification of Page 70 of the tender document.	Page 70 of the tender document is modified by introducing a, "Grand summary Table" after Table 2B on the Maintenance of the Installed LPG Equipment as below:

Grand Summary Table

No.	Description	Total Amount in Kshs.
1	Total Cost for Supply, Installation Testing and Commissioning of LPG Equipment Sub-Contract for Proposed Construction of CBK Police Housing at Industrial Area, Nairobi for Central Bank of Kenya	
2	Total Cost for Maintenance of the Installed LPG Equipment for a period of three years	
Grand Total Cost Transferred to Form of Tender		

All other terms and conditions of the tender remain the same. The tender closing date remain **5th October, 2021 at 10:30am**. Addendum No. 1 forms part of the tender document.

ASST. DIRECTOR, HEAD OF PROCUREMENT
GENERAL SERVICES DEPARTMENT
28th September, 2021

MINUTES OF THE PRE-BID MEETING FOR SUPPLY, INSTALLATION TESTING AND COMMISSIONING OF LPG EQUIPMENT SUB-CONTRACT FOR PROPOSED CONSTRUCTION OF CBK POLICE HOUSING AT INDUSTRIAL AREA, NAIROBI FOR CENTRAL BANK OF KENYA, TENDER NO. CBK-024-2021-2022, HELD ON 23RD SEPTEMBER, 2021 AT 11.00 AM ON THE MEZZANINE FLOOR CONFERENCE ROOM

Present:

CBK Team

In Attendance

Bidders Representatives (two Persons representing one Company)

Minute No. 1 - Introduction

The chairman called the meeting to order and welcomed the members and the tenderer's representative to the meeting. The bidders' representatives were informed that the purpose of the meeting was to sensitize prospective tenderers on the requirements of the tender. Noting that the Public Procurement Regulatory Authority issued new standard tender documents for use in Public Procurement and the fact that the tender was a re-advertisement, there was need for the pre-bid meeting. The meeting was made to allow prospective bidders air their views in respect to the tender to enable the procuring entity provide clarification on any salient issues that may impede bidders respond to the tender.

Minute No. 2 - Review of the Tender Document

The bidders' representatives were informed that a number of bidders dedicating a lot of effort on submitting a competitive price and ignored other requirements of the tender that are equally important as the price. As a result bidders, fail to reach the final stage of the evaluation where price is considered. Bidders were, therefore, advised to study the requirements of the tender and prepare their bids in line with the requirements of the tender document ensuring that all required documents are provided.

The bidders' representatives were taken through the tender document. Emphasis was on the following areas:

- Checklist of documents comprising the bid document. Bidders were advised to ensure the bid documents comprised all the items listed in the checklist;
- Bidders representatives attending the tender opening will be required to come with **personal identification document (ID or Passport) and an introduction letter from the Company bidding;**
- **The bid document will require to be serialised from page 1 to the last;**
- Bidders will be required to ensure that the form of tender security used is as per the format provided in the tender document since the form is different from the previous format;

- On the form of tender, bidders were informed that they will be required to submit the Form of Tender in their letter head and in the format given in the tender document unlike in the previous scenario where bidders only filled the gaps and sign;
- Bidders were taken through the Evaluation criteria in details and were allowed to seek clarification on any of the evaluation parameters that were not clear to them;
- Bidders were taken through the Bill of Quantities and the specification;
- On the schedule of the key items, bidders were informed that they will be required to attach brochures on all the items or provide technical specifications and drawing/photos of the item. The specifications, drawings/photos should meet the specifications given in the tender document;
- Bidders were informed that the Summary in page 69 of the tender document contains an item on Preliminaries and General Conditions brought forward. There are no details on what constitutes Preliminaries and General Conditions. A clarification will be provided on the same;
- On the same page 69 it is indicated, **“Total Carried Forward to Form of Tender”**. The statement will be amended to read, **“Total Cost carried to Grand Summary Page 70”**.

Clarification Requested by Bidders

- The bidder’s representatives pointed out that Energy Petroleum Regulation Authority (EPRA) registered LPG suppliers and not installers of the LPG equipment. However, after installation of the LPG Equipment, a government DOSH inspector is required to inspect the LPG installation and a certificate issued before the LPG installation is put into use. Bidders sought clarification on the MR.

The prospective tenderer’s representative present were informed that they will be allowed to seek any other clarification up to 30th September, 2021. They were satisfied.

There being no other business the meeting ended at 12.05pm.