



CENTRAL BANK OF KENYA

TENDER REF NO: CBK/110/2024-2025

**MINUTES OF THE PRE-BID MEETING HELD WITH PROSPECTIVE BIDDERS ON
WEDNESDAY 2ND APRIL 2025 AT 10.30 A.M.**

**TENDER FOR PROVISION OF SPORTS INJURIES PHYSIOTHERAPY AND SPORTS
COACHING MANAGEMENT SERVICES FOR CENTRAL BANK OF KENYA FOR A
PERIOD OF TWO (2) YEARS**

PRESENT

1. Eight (8) representatives from the Central Bank of Kenya Head Office
2. Four (4) Bidder representatives

Minute 1. Introductions

The meeting was called to order at 10.30 a.m. and started with self-introductions and signing of the register by the prospective bidders in attendance. The bidder's representatives were informed that the purpose of the meeting was to sensitize them on the requirements in the tender document.

It was an opportunity for the bidder to raise any aspects and concerns relating to the tender document and for the Bank to clarify any salient issues arising.

Minute 2. Brief Presentation of the Tender document

The Bidders present were briefed on the mandatory and technical requirements of the tender document and encouraged to keenly respond and self-evaluate themselves before submitting the bid document.

They were also sensitized on the need to include a public procurement capacity building levy of 0.03% on the cost in the price schedule being a recent development in compliance with the PPRA regulations.

The bidders were taken through the purpose of the Management/Operation Cost; as the cost for the bidders' other expenses away from the coaching fee for **LOT 2**.

Minute 3. Concerns for clarification

They were given the opportunity to raise any concerns for clarification, and the following issues were brought up

- They sought clarification regarding the tender's requirement for a bid bond of Kshs 50,000, which was confirmed as a mandatory requirement
- An observation was made that despite the price schedule providing for the quote to be made per Unit cost Per Visit, there was a cap on the number of monthly visits to twelve (12) which may not necessarily be the case for some months that have more weeks. Bidders were assured that any deviations in the costs would be calculated and invoiced using the number of visits
- A question was raised regarding access to facilities for the coaching sessions, and it was confirmed that the bank had appropriate facilities, such as the CBK-IMS and other sports amenities, available for the sessions
- A question was raised regarding whether bidders should include costs for medical treatment related to neurological issues beyond physiotherapy. It was clarified that the bank had a clinic and medical experts to manage any such issues, and bidders were required to quote exclusively for sports injury physiotherapy services

- A question was raised regarding the requirement to provide five (5) Sports Injury Physiotherapists for the task, as specified in the tender, for Lot 1. It was clarified that this was a key requirement, given the bank's numerous Branches and Centers. Bidders were encouraged to provide qualified and experienced physiotherapists CVs for consideration.

There being no other business, the meeting ended at 11.30 A. M.