



Pre-Bid Conference Minutes

Title:	Kenya Urban Support Programme (KUSP)
Date:	28 th May, 2020
Venue:	City Hall Chambers,
Time:	10:30 AM

Attendees:

No	Name	Title/Firm	
1.	Patrick Nyamita	Building works Officer, City of Kisumu	Chairing
2.	Carren Olwero	Procurement Head	
3.	Evans Alal	Director Communications	
4.	Celestine Owen	Education Officer	
5.	Stephen Sule	City Planner	
6.	Alphonse Misachi	Procurement Officer	
7.	Cheruiyot Kipkoech	Procurement Officer	
8.	Enock Onyango	Procurement Officer	

Bidders in Attendance

No	Name	Organisation/ Firm	Tel No.	Contact (Phone No/Email Address)
1.	Isaiah Oloo	Nyobu Enterprises Ltd	0722992086	nyobu.enterprises@yahoo.com
2.	Elizabeth Otieno	Isolook Enterprises	0727845323	Jasuba79@ymail.com
3.	George Ongudi	Startegic Outcome Consultants Ltd	0722218470	George@strategicoutcome.com
4.	Daisy Oria	Startegic Outcome Consultants Ltd	0721825066	daisy@strategicoutcome.com
5.	Mutiso Michael	Philmarks Services	0722822695	philmarksservices@yahoo.com
6.	Mutiso Michael	Kadon B & Engineering	0722822695	
7.	Emmanuel Chirchir	Kiberton Company	0720913959	kibertoncorporations@gmail.com



8.	Joshua Ojala	Skylark Construction Ltd	0710573923	Joshua@skylarkkenya.com
9.	Denis Okelo	Wardy Communications Ltd	0722435777	wardycom@hotmail.com
10.	Stephen Otieno	Gediboss General Trading Ltd	0701355544	gedibossgeneral@gmail.com
11.	David Amolo	Tennessee Africa Ltd	0723551722	Dotieno29@gmail.com
12.	Joseph Osimbo	Batch & Associates Ltd	0713251545	josephosimbo@gmail.com
13.	Daniel Kotieno	Rhines Engineering Services	0721679524	info@rhinesengineering/co.ke
14.	Vincent Dibogo	Polish Contractors Company Ltd	0724994826	P.O. Box 7007 – 00100 NRB
15.	Steve Wambani	Laton Engineering Ltd	0722711188	latoneng@yahoo.com
16.	David Seda	Pioneer Eng & Construction	0723724727	pioneerengineering@gmail.com
17.	David Ouma	Al-Imran Investment	0722322063	almran@yahoo.com
18.	Ruth Adhiambo Osewe	Unami Construction	0721849266	P.O.Box 3900 – 40100 Kisumu
19.	Belvine Achieng	Gamoji Limited	0721136360	P.O.Box 41131 – 80100 Mombasa
20.	Elvis Omondi	Isolook Enterprises Lts	0726101090	P.O.Box 408 – 40100 Kisumu
21.	Wesonga A. P	Trine Architect Ltd	0723788248	P.O.Box 4496 NRB
22.	James Ombin	Interface Consultants	0722298722	P.O.Box 9678 NRB
23.	Eng. Olang'o Alfred	Sobetra Kenya Ltd	0722253984	Alfred.olango@yahoo.com
24.	Dr. Abel Otieno	Sobeat Consults Ltd	0722989309	abel@sabeat.com
25.	Kevin Odhiambo	G.L. Williams Ltd	0702340126	info@glw.co.ke/
26.	Emilly Anyango	Selloum Landscape Architects	0722797605	info@selloum.co.ke
27.	Nicholas Otieno	Lunao Enterprises	0723388236	lunaoent@yahoo.com



28	Beatrice Okelo	Ecoscience & Engineering Ltd	0713566825	info@ecoscienceandengineering.co.ke
29	Adam Nuru Amimo	Dexter Africa Ltd	0712445671	dexterafrica@gmail.com
30	Kennedy Okoth Nyabala	Decotec Enterprises Ltd	0719336286	decoteche@gmail.com
31	Hussein Isack	North Face Investment	0722322365	northfaceinve@gmail.com
32	Simon Waithaka	Alfatech Contractors	0721200717	info@alfatech.co.ke
33	Modix Okeyo	Lakers Consultancy	0712685385	modixokeyo@gmail.com
34	Adam Nuru Amimo	Mango Tree Ltd	0712445671	Adamnuru93@gmail.com
35	Oyare Victor Otieno	Stevan Contractors Co.Ltd	0722370640	Stevancontractors1@gmail.com
36	Rapando Wamokaya	Itako Associates Ltd	0701083783	itakolimited@gmail.com
37	Rapando wamokaya	Two calves Investments Ltd	0721980047	jwrapando@gmail.com
38	Rodgers Ayoo	Ramas Enterprises Ltd	0726844127	Ramasenterprisesltd2020@gmail.com
39	Victor Oduor	Ochieng Abuodha & Associates Ltd	0729546145 0722742745	sochieng@yahoo.com
40	Eliud Okungu Ogembo	Geodev(K) Ltd	0712151779 0721232708	geodevkenya@yahoo.com office@geodev.co.ke
41	Maurice Onyango Ochola	Ticlan Enviro Internation Ltd	0736408107	Machola89@gmail.com
42	Barnabas Adino	Blootex Contractors Ltd	0725299619	info@blootex.co.ke
43	Johanes Seda	Plan & Trend EA Ltd	0740468742	info@plantrend.co.ke
44	Augustine Owgara	Tripac Kenya Ltd	0725215319	info@plantrend.co.ke
45	Edwin Wekesa	Northern Green Developers Ltd	0780101000	info@northernngreen.co.ke
46	Brian Omondi	Brama Logistics Enterprises Ltd	0715493116	info@bramalogistics.com



47	Joseph Juma Osano	Chaju Builders Ltd	0720463214	oginga@yahoo.com
48	Omondi Denis	Nicol Ltd	0712147640	Omondioder19@gmail.com
49	Editor Olang'	Gulf fabricators Ltd	0729735545	gulffabricators@yahoo.com
50	Billy Okuto	Gogni Rajoje	0708740729	info@gogni-rajoje.com
51	Henry Gaya	Earthcare Kenya	0711250132	Henrygaya1989@gmail.com
52	Emilly Anyango	Brelian Const.Ltd	0722797605	Nyangie2001@yahoo.com
53	John Ogembo	Heztech Eng, Services	0722752696	heztech@gmail.com
54	Anup Jethwa	Astrovea Construction Ltd	0720253555	astrovealimited@gmail.com
55	Chadravant Rabadia	Grenstone Building Ltd	0708227222	grenstonelimited@gmail.com
56	Tamcon Haggai	Tamcon Consulting Engineer	020 - 6003952	info@tamconsult.com
57	Abdillahi Jama	Watiti Construction Co. Ltd	0722932326	abdillahijama70@gmail.com
58	Habil Oteng	Edon Consultants Int'l	07203874901	info@edoninternational.com
59	Albert Ojonyo	Panafcon Consultants	0724211438	albertojonnyo@gmail.com
60	George Ongudi	Geosco Construction Co. Ltd	0722218470	George@strategicoutcome.com
61	Ronald Ochieng	Hase Connect	070402047	Ochiengronald7@gmail.com
62				

A pre-bid meeting for the above referenced Projects (KUSP) was conducted for the purpose of providing background information of the ITBs, and to brief on the bidding process, evaluation criteria, schedule of requirements and the forms for completion. At the beginning of the meeting, it was mentioned that pre-bid meeting was not mandatory due to COVID 19 pandemic.

It was also mentioned that the pre-bid meeting does not intend to cover full ITB documentation, and every interested bidder shall read and familiarize him/her self with the full document which is available on County website.

During the meeting with the bidders the following were explained;



- 1.1 Background and the Scope of the project both for Works and Consultancies
- 1.2 Structure of the ITB document as outlined in Invitation Letter
- 1.3 Bidding Procedures, Work requirements and contract conditions with reference to the followings;

The bidders were requested to read and understand this document provisions, however, certain explanations were provided for the following Sections.

1.3.1 Section I – Instructions to Bidders (ITB)

1.3.2 Section II – Bid Data Sheet (BDS)

The following were clarified under this section

- The project is VAT inclusive and the prices quoted should include VAT.
- Alternative bids shall not be allowed.
- For clarification purpose, only the address indicated in the BDS shall be used.
- Bidders to access all the bid documents including drawings from the County website indicated in the BDS

1.3.3 Section III – Evaluation and Qualification Criteria

It was clarified that

- Evaluation shall be based on the criteria outlined in the document. Any additional criteria shall be through Addenda.
- All the Forms, Certificates & CVs Must be signed by both the person proposed and the designated representative of the firm in the original format.
- The Contractor to provide certified copies of ownership documents for owned equipment or a copy of lease agreement for hired equipments.
- All financial records submitted must be certified.
- The bidders were advised to prepare site management plan.

1.3.4 Section IV – Returnable Bidding Forms

It was explained to bidders the importance of each form and requirement to follow the filling instructions for each Form. The bidders should take care while filling and should not make any alterations to the standard forms but adopt the format

1.3.5 Section V – Eligibility Criteria

The bidders were requested to read the eligibility criteria and familiarized themselves with it.

1.3.6 Section VI – WB Policy

The bidders were requested to read and familiarized themselves with the WB policy requirements.

Further Clarifications on Consultancies

1. Bidders were informed that consultancy services were a two envelop tender
 - a) Technical Proposal and
 - b) Financial Proposal

The two documents should be in two separate envelopes since financial proposal for unsuccessful firms will be returned unopened.



2. Consultancy for the Lakefront was a design only consultancy while the rest are design review and supervision of the works.

1.4 Below clarification requests were made at end of the pre-bid meeting.

Q1: (Consultancy Services) Bidders sought to know whether to use man week or man month when costing for their professional? They proposed that man month should be used since the firm will be required to retain some staff during the DLP period.

Answer:

The Project duration (for design review and supervision) is 15 Months comprising of;

Design review – 1 month

Project implementation - 12 months

DLP - 6 months

Yes the consultant to prepare their financial proposals on a man Months basis. The consultant should allocate appropriate man – months to both permanent (regular) staff and part time staff necessary for design review and supervision and this should be clearly demonstrated in the consultancy work plan/project staffing schedule.

Q2: Employer should consider timelines required to secure NEMA license?

Answer: The employer normally steps in to assist the consultant to secure the necessary approvals.

Q3: Bidders sought to know whether the Tender was restricted or open tender since somewhere in the RFP method of selection was Restricted Tender?

Answer: The Tenders were National open tender.

Q4: Whether Insurance could be used as bid security since PPRA recognized it?

Answer: Bid security required should be from a reputable Commercial Bank, this is a condition from the donor and cannot be compromised.

Q5: Bidders sought for clarification whether to use 16% or 14% as VAT?

Answer: Bidders should take advantage of the prevailing condition and use current percentage.

Q6: Bill of Quantities for Kaloleni page 28 part “h” lacked quantities?

Answer: for items missing quantities bidders should indicate the rates, but the rates should not be included in the summation.



ADDITIONAL CLARIFICATIONS:

1. Team of experts to undertake the assignment (ESIA Consultancy)

The RFP has set out three diverse sets of teams of experts in Page 21, page 37 and page 49. Clarify on which is the intended composition of a team of experts in undertaking the assignment.

Answer:

For clarity, the team composition as listed in pages 37 -38 will suffice for the assignment.

2. Application for Lots

In case a bidder intends to apply for all Lots, is the prospective bidder expected to submit an independent bid for each of the three Lots or a joint bid for all is acceptable and can suffice?

Answer:

In case the bidder wishes to apply for more than one lot, the bidder should clearly indicate so in the letter of bid. A joint technical proposal will be evaluated for each of the lots. The bidder should however submit financial proposals for each of the lots separately.

3. RAP Reports

It is expected that the consultant shall advise whether a full RAP will be required of an abbreviated RAP. In case it will be required, then it becomes a deliverable.

City Manager
City of Kisumu