

**MINISTRY OF PETROLEUM AND MINING**

**INTEROFFICE MEMO**

**MINUTES OF PRE-BID MEETING FOR TENDER NO. MOPM/12/2020-2021 FOR PROVISION OF CYLINDER SMART METERING (CSM) SERVICES AND TECHNICAL SUPPORT FOR DISPENSING LIQUEFIED PETROLEUM GAS (LPG) FROM 6KG LPG CYLINDERS FITTED WITH CAMPING VALVES AS PER SPECIFICATIONS – THREE (3) YEARS FRAMEWORK CONTRACT AND MOPM/11/2020-2021 FOR SUPPLY AND DELIVERY OF NEW 2-BURNER LOW PRESSURE TABLE TOP COOKER AS PER SPECIFICATIONS – THREE (3) YEARS FRAMEWORK CONTRACT HELD ON 19<sup>th</sup> MAY 2021 AT NYAYO HOUSE CONFERENCE ROOM 23<sup>rd</sup> FLOOR.**

**COMMITTEE MEMBERS PRESENT**

- |                    |             |
|--------------------|-------------|
| 1. Stella Ndumi    | Chair       |
| 2. Charles Kamunya | Member      |
| 3. Moses Kithinji  | Member      |
| 4. Timothy Njoroge | Member      |
| 5. Freda Murungi   | Member      |
| 6. Laban Serem     | Member      |
| 7. John Ingavo     | Secretariat |

**In Attendance**

1. C. Kerich
2. Timothy Mbaluka
3. David Masinde

**BIDDERS REPRESENTATIVE**

**Min 1: Introduction:**

The chair called the meeting to order at 11:00am followed by round of introductions from both teams present.

**Min 2: opening remarks**

Stella Ndumi .....	Laban Serem .....
Freda Murungi .....	Moses Githinji.....
Timothy Njoroge.....	Charles Kamunya.....

The chair welcomed the committee members, bidder's representatives and Mopm staff for the pre-bid meeting. The chair explained to the bidder's representatives the reasons for the Pre-bid meeting was to give clarifications on areas the bidders had concerns.

The chair requested to start with Tender no. MOPM/11/2020-2021 and representatives for Tender no. MOPM/12/2020-2021 were requested to wait at the waiting bay. The bidder's representatives were requested to register in the Pre-bid register.

### **Min 3: Tender document for Tender no. MOPM/11/2020-2021**

The Secretariat took the members through the tender document and explained the preliminary Evaluation criteria and all the requirements of the tender document.

The secretariat encouraged the tenderers to read the tender document in its entirety and ensure they fill all the forms, paginate their bid document before submitting.

Ms Freda Murungi took the members through the technical specifications and explained the technical criteria in the tender document. She reiterated that:-

- A video should be submitted together with the bid document in form of a flash disk and should be well labeled.
- Gantt chart should be provided
- Samples submitted should meet the specifications outlined in the tender document and should accompany the bid document.

### **Min 4 Questions and clarifications on Tender no. MOPM/11/2020-2021**

A representative from Greenbelt requested to know if criteria (m) in the mandatory requirement on KEBS Manufacturer's certifications (Import Standardization Mark (ISM)) would apply since KEBS no longer issue the certification.

The Chair requested to confirm from KEBS and give a clarification.

Malco group Ltd through an email dated 17<sup>th</sup> May, 2021 had sought to know:-

Q1 Whether the tender was National or international?

Q2 This being a Framework Contract and as per sections 101, 102, 103 & 104 of the Public procurement and asset disposal regulations, 2020, could you confirm that the contract award for this tender will be made to more than one successful bidder?

Q4 Section 4 (page 69) on Inspections and Tests indicates that a test will be done on Pre-verification of conformity (PVOC). Clarify if this is required, since this can only be obtained when shipping the product to Kenya upon award

Stella Ndumi .....

Laban Serem .....

Freda Murungi .....

Moses Githinji.....

Timothy Njoroge.....

Charles Kamunya.....

Q4 Given the Pre-bid meeting is happening on 19<sup>th</sup> may, 2021 to clarify tender requirements and cognizant of the logistical aspects with international manufacturers we request for an extension of the tender submission deadline by one week to 9<sup>th</sup> June, 2021.

Jabalee via email dated 17<sup>th</sup> May, 2021 had sought to know; -

Q1 Our manufacturer is offering a pan holder that is round and not square and has 5 stands which makes it more superior than what the tender has requested for:

There being no other business the chair thanked all the participants and ushered in the second group for The Pre- bid meeting

### **Min 5: Opening remarks**

The chair welcomed the committee members, bidder's representatives and Mopm staff for the pre-bid meeting. The chair explained to the bidder's representatives the reasons for the Pre-bid meeting was to give clarifications on areas the bidders had concerns.

The bidder's representatives were requested to register in the Pre-bid register.

### **Min 6: Tender document for Tender no. MOPM/12/2020-2021**

The Secretariat took the members through the tender document and explained the preliminary Evaluation criteria and all the requirements of the tender document.

The secretariat encouraged the tenderers to read the tender document in its entirety and ensure they fill all the forms, paginate their bid document before submitting.

Ms Freda Murungi and Timothy Njoroge took the members through the technical specifications and explained the technical criteria in the tender document.

### **Min 7: Questions and clarifications**

M-Gas through an e-mail sent on 17<sup>th</sup> May, 2021 raised numerous questions

Q1 Upfront payment of connection fee

Q2 Minimum monthly standard charge to cover costs per CSM supplied

Q3 Services to be based on a separated version of our existing system.

Q4 Adjustment to SLA to provide clearer distinction regarding which party will have which responsibilities and costs

Q5 Timing for delivery of CSMs to be agreed upfront

Q6 Minimum number of installations in each location before installation commence

Q7 CSMs to be connected to cylinders with Unified valve

Q8 Clarification of who owns the CSM and Bears risks of damage to and cost of repair of the CSM

Stella Ndumi ..... Laban Serem .....

Freda Murungi ..... Moses Githinji.....

Timothy Njoroge..... Charles Kamunya.....

Q9 We are able to provide certain services requested as part of the tender.

**Clarifications to be provided in the Addendum/Clarifications**

M-Gas requested for ;-

Test-kit to be done

**Clarification- The demo-kit to be done as per the request**

On page 69 item no.11 on online/real time updates, sms alerts, some updates can't be instant

**Clarification-to be issued in the addendum**

Asset pinning to be done but at a cost

**Clarification-to be issued in the addendum**

**Clarifications**

**Min 8. AOB**

The chair confirmed that all the raised concerns were taken into account and there will be a clarification /addendum to address all the issues raised by the tenderers.

There being no other business the Chair thanked all the participants for attending the meeting and wished them well in their bid submissions.

The meeting was adjourned at 4:00 pm.

Stella Ndumi .....

Laban Serem .....

Freda Murungi .....

Moses Githinji.....

Timothy Njoroge.....

Charles Kamunya.....

**COMMITTEE MEMBERS**

<b>S/No. NAME</b>	<b>APPONTMENT</b>	<b>SIGNATURE</b>	<b>DATE</b>
1. Stella Ndumi	Chair	.....	.....
2. Charles Kamunya	Member	.....	.....
3. Moses Kithinji	Member	.....	.....
4. Timothy Njoroge	Member	.....	.....
5. Freeda Murungi	Member	.....	.....
6. Laban Serem	Member	.....	.....
7. John Ingavo	Secretariat	.....	.....

Stella Ndumi .....

Laban Serem .....

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Moses Githinji.....

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