

## ADDENDUM NO. 1

### MINUTES OF THE PRE-BID CONFERENCE HELD AT KEMSA'S TENDER OPENING HALL ON 24<sup>TH</sup> OCTOBER 2017 FOR TENDER NO. KEMSA/ONT 1/2017-2018- SUPPLY OF DESKTOP AND LAPTOP COMPUTERS

The meeting commenced with a word of prayer at 10.35am .The chairperson welcomed all present. He informed them that Pre-bid conference was a very important part in tendering bearing in mind that some of the invited bidders may not have been exposed to tendering before and thus it was the ideal forum for them to raise any queries related to the tendering process.

#### Review of Requirements and Tender procedures

##### Tender Evaluation

The evaluation shall be in three stages namely

1. Preliminary Examination
2. Technical Evaluation
3. Financial Evaluation

##### Preliminary Examination.

This involves examination of tenders to determine whether documents have been properly signed and there is statutory compliance.

The following documents **must** be submitted.

- Copy of Certificate of Incorporation/Registration (MANDATORY)
- Copy of current Tax Compliance Certificate (MANDATORY)
- Current AGPO Registration certificate from The National Treasury (MANDATORY)

The following documents **must be duly completed** and signed by an authorized signatory;

##### **a) Tender form duly completed and signed (Mandatory)**

This document is on page 69 of the bid document. Bidders should ensure that they fill and sign the document. Failure to comply shall lead to disqualification. The total bid amount should be filled in both figures and words.

##### **Tender securing declaration form must be completed and signed (Mandatory)**

This document is on page 70 of the bid document. The bidders were informed that they are not required to furnish the Procuring Entity with a bid security because the tender was reserved for youth, women and people with disabilities. Bidders must therefore sign this document.

##### **a) Anti-corruption declaration of undertaking must be filled and signed (Mandatory)**

This document is on page 76 and 77 of the bid document. Bidders are required to read through the anti-corruption declaration, complete it and sign it. Failure to comply shall lead to disqualification.



NOTE: Failure to comply with the above mandatory requirements will lead to disqualification. Only bidders who are successful at this stage will proceed to the next stage of evaluation.

**Technical Evaluation**

Bidders who are responsive at preliminary examination will be evaluated as per the evaluation criteria provided for on page sixty two to sixty seven (62-67) of the Tender Document. Bidders are required to provide brochure with detailed specifications of the computers they are offering. Bidders must also provide manufacturer's authorization.

**Financial Evaluation**

Bidders who pass Technical evaluation proceed to this stage. The lowest bidder will be recommended for award

The following are the questions which were asked and the responses made in each case.

**QUESTION 1**

Can one provide one brochure with all items?

**ANSWER**

Yes; one brochure can be provided but the bidder should *highlight* the items they are offering.

**QUESTION 2**

Should one paginate all pages of their tender document?

**ANSWER**

Yes. Each page of the document **MUST** be paginated/Serialized.

**QUESTION 3**

In the event one has machines with screens bigger than the required 17 inch, will their bids be accepted?

**ANSWER**

Bidders **MUST** adhere to the specifications provided for in the tender document.

**QUESTION 4**

What is quality certification as indicated in the tender document?



ANSWER

Quality certification is not a requirement.

QUESTION 5

Why do the machines have to come with operating Disks and yet they (machines) have already been pre-installed with the operating Systems?

ANSWER

Bidders MUST adhere to the specifications provided for in the tender document.



QUESTION 6

Should one submit Technical and Financial bids in different envelopes?

ANSWER

No. Submit your bid as one document.

There being no other business the meeting ended at 11.35am

Signed: Chairperson..........Date.....27/10/17.....  
Secretary..........Date.....27/10/17.....