

Meeting:	KEMSA PRE-BID CONFERENCE FOR TENDER NO. KEMSA-ONT14- 2021/2023-PROVISION OF CLEANING SERVICES	
Date Held:	25 th February,2022	
Time:	11.15 am - 1.05pm	
Venue:	KEMSA Bid-Opening Conference Hall Commercial street, Nairobi	
Attendees:	As per attached registration list	
No.	Agenda	
	<p><u>Min 01/02/2022 – Prayers and Opening remarks</u> The Pre-bid meeting started at 10:00 a.m. with a word of prayer.</p> <p><u>Min 02/02/2022 - Welcoming remarks</u> Ag. Procurement Manager made opening remarks and welcomed all prospective bidders present.</p> <p>The bidders were informed that the pre-bid conference was an important forum to highlight KEMSA’s requirements and provide clarifications as required. Since there are new Standard Tender documents in use as issued by Public Procurement Regulatory Authority.</p> <p><u>Min 03/02/2022 - Procurement Presentation</u> The prospective bidders were taken through the procurement process as follows;</p> <ul style="list-style-type: none"> • Introduction • Preliminary Examination • Financial Evaluation • Post-qualification Evaluation • Notification • Performance security • Contracting and Delivery <p>BID SUBMISSION</p> <ul style="list-style-type: none"> • Bids shall be submitted manually and deposited at the KEMSA tender box 1 (GOK/World bank) situated at the ground floor of KEMSA’s offices at Commercial Street. • Bid documents shall be completed, serialized/paginated. • The documents will be One original and a copy in plain sealed envelope clearly marked on top with the Tender Number and Description 	



BID EVALUATION

Bid evaluation will be undertaken in the following stages;

- Preliminary Examination
- Technical Evaluation
- Financial Evaluation
- Post-qualification Evaluation

PRELIMINARY EXAMINATION

- Pagination/serialization of documents (pagination should be in a continuous ascending order from the first page to the last in this format; (i.e. 1, 2, 3..... n where n is the last page)**(MANDATORY)**
- Copy of Certificate of incorporation/Registration of business name **(MANDATORY)**
- Copy of current Tax Compliance Certificate **(MANDATORY)**
- Tender form (on a letterhead) duly completed and signed. The Form of Tender shall include the following Forms duly completed and signed by the Tenderer or authorized representative (attach power of attorney where applicable) **(MANDATORY)**.
 - i. Tenderer's Eligibility-Confidential Business Questionnaire **(MANDATORY)**
 - ii. Certificate of Independent Tender Determination **(MANDATORY)**
 - iii. Self-Declaration of the Tenderer **(MANDATORY)**
- Duly completed and signed self-Declaration that the person/ Tenderer is not debarred in the matter of the PPADA 2015 **(MANDATORY)**
- Duly completed and signed self-Declaration that the person/ Tenderer will not engage in any corrupt/fraudulent practice **(MANDATORY)**
- Duly completed and signed declaration and commitment to the code of ethics **(MANDATORY)**.
- Valid and current copy of AGPO certificate **(MANDATORY)**.
- Duly filled and signed tender securing declaration form **(MANDATORY)**.
- Evidence of Membership of NSSF, NHIF. Must attach Compliance Certificates for the same **(MANDATORY)**.
- Evidence to adherence to minimum labor requirements Must attached Labour Compliance Certificate **(MANDATORY)**.
- Company Health and Safety Policy (Signed by the CEO) **(MANDATORY)**.
- Method of Work: Must submit Manuals and Procedures, Work Instructions, Checklists, **(MANDATORY)**.
- Site visit certificate duly signed by KEMSA representative shall be attached to the bid documents **(MANDATORY)**.
- Workman Injury Benefit insurance-(WIBA) **(MANDATORY)**.

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

Similar experience/technical capacity

- Bidders are required to demonstrate experience/ technical capacity by: Providing five (5) corporate clients where cleaning services have been rendered / being rendered (provide copies of contracts or LP0s as evidence)-20mks

Proof of Ownership

- Ownership document for Company's Machinery and Equipment, Logbooks-20mks

Proper Management Plan (Supervision)

- Evidence of ability to mobilize personnel-10mks

Pass Mark is 70%

- Bidders who did not attain the minimum pass mark of 70% will be disqualified from further evaluation.

FINANCIAL EVALUATION

- Bidders who are Successful at technical stage will have their prices compared and the lowest responsive bidder recommended for award of a 2-year contract.

POST-QUALIFICATION EVALUATION

NOTE: There shall be a due diligence visit to confirm authenticity of the information provided by the bidder recommended for award.

NOTIFICATION

- The successful and unsuccessful bidders will be notified simultaneously.
- The successful bidder will be required to accept the offer within 14 days from the date of notification.

PERFORMANCE SECURITY

- Performance Security should be 1% of the contract sum and valid for one year.
- Performance security must be submitted not later than the 28th day from date of notification. Failure to comply will lead to cancellation of award.
- The performance security must be issued by a local bank.
- Performance securities from Insurance Companies are not acceptable.



CONTRACTING

- Successful bidder will be offered a two (2) year contract.
- Prices should remain fixed over the contract period.
- Serve Delivery should commence within 1 week after contract signing.
- The service provider shall be subjected to continuous performance appraisal

Min 04/2/2022 Question and Answer Session

Q: What happens if someone had attended the site visit but not issued with the certificate?

A: They will be given issued with the certificate.

Q: What happens if someone saw the tender advertisement after the site visit date?

A: The mandatory site visit had a specific date.

Q: Are bidders required to generate form of tender?

A: The format in which the form of tender should appear on the bidder's company letter head is provided on page 31 of the bid document.

Q: What number of man power does KEMSA require?

A: The number man-power required by KEMSA is 30.

Q: Will we be required to provide for tissue paper?

A: KEMSA has a contract for supply and delivery of Jumbo tissue paper.

Q: Are bidders supposed to provide sanitary bins?

A: No. KEMSA has a contract for sanitary bins services.

Q: In your mandatory requirement, you have asked for NEMA certificate. Why is this so when this tender is for cleaning services and not waste disposal?

A: NEMA certificate is not a requirement.

Q: Bidders are required to demonstrate experience/technical capacity by providing five (5) corporate clients where cleaning services have been rendered / being rendered. What happens to the new entrants?

A: This is KEMSA's minimum requirement that at least a bidder should meet.

Q: Will KEMSA require locally manufacture cleaning materials?

A: Most of the cleaning material are locally available and it will of importance to ensure the quality standards are met.

Q: Are bidders allowed to lease cleaning equipment?

A: Yes. Bidders are allowed to lease cleaning equipment.

Q: Clarify whether the rates for appendix B on page 109 Are monthly or annually.

A: The rates shall be monthly.

Q: Does the tender require bid security?

A: Being tender reserved for disadvantaged group, it does not require bid security.

NOTE:

1. *The bid document is a standard document from PPRA and therefore, bidders are advised to be guided by the evaluation criteria provided.*
2. *Attached is the revised evaluation criteria.*

There being no other business the meeting ended at 1.05pm.

Signed: Nicholas Chengeh:

