



**CENTRAL BANK OF KENYA**

**TENDER REF NO: CBK/128/2023-2024**

**MINUTES OF THE PRE-BID MEETING HELD WITH PROSPECTIVE BIDDERS ON  
TUESDAY 9<sup>TH</sup> APRIL 2024 AT 11.00 A.M.**

**TENDER FOR SUPPLY AND DELIVERY OF TOILETRIES FOR CENTRAL BANK OF  
KENYA – FRAMEWORK CONTRACTING AND MULTIPLE AWARDS FOR A PERIOD  
OF TWO (2) YEARS**

## **PRESENT**

1. Central Bank of Kenya                      Procurement Division
2. Four (4) Bidders Representatives

### **Minute 1. Introductions**

The meeting was called to order at 11.30a.m. and started with self-introductions and signing of the register by the prospective bidding vendors in attendance. The bidders' representatives were informed that the purpose of the meeting was to sensitize them on the requirements of the tender. It was an opportunity for the bidders to air their views relating to the tender and for the Central Bank to clarify any salient issues on the tender.

### **Minute 2. Brief Presentation of the Tender document**

Bidders were encouraged to read the tender documents keenly and familiarize themselves with the requirements of the tender. This was to help them in preparation of a comprehensive bid in response to the invitation to tender. For clarity, they were taken through the tender document with emphasis being placed on the following areas:

- A table containing checklist for both the mandatory requirements and other documentations required for a comprehensive tender response.
- The format of filling and signing the Form of tender on the company's letterhead with a validity period of at least 210 days.
- Ensure that all the forms specified under Form of Tender are duly completed and signed by the Tenderer. The price schedule containing the unit prices to accompany the Form of tender, no need to indicate the total amount of tender since the award was to be based on the unit prices and the orders were to be made on the basis of "as and when required".
- The Tender document required the bidders to serialize all the pages.
- Were also taken through the technical Evaluation criteria in details.

### **Minute 3. A.O.B**

There being no other business, the meeting ended at 12.00 P. M.

**DEPUTY DIRECTOR/HEAD OF PROCUREMENT**