

**BANKI  
KUU YA  
KENYA**



**CENTRAL  
BANK OF  
KENYA**

**Haile Selassie Avenue  
P.O. Box 60000 - 00200 Nairobi Kenya  
Telephone: 2861000/2863000,  
Email: [supplies@centralbank.go.ke](mailto:supplies@centralbank.go.ke)**

**ADDENDUM NO. 1**

**TENDER FOR PROPOSED REFURBISHMENT OF WASHROOMS AT CBK ELDORET BRANCH, CBK-005-2021-2022**

The above captioned tender was published on 22<sup>nd</sup> September, 2021. In response to the clarifications sought during the pre-bid meeting held on 5<sup>th</sup> October, 2021, the Bank is hereby issuing **Addendum No. 1** as follows:

<b>No.</b>	<b>Clarification Sought</b>	<b>Response/Clarification by the Bank</b>
1	Has alternative back up of water storage been factored as the current water tanks are placed on the corridors causing obstruction to the users of the facilities	<b>No.</b> The works do not include any alternative water back up.
2	Is there provision for gypsum ceiling and down lighters to blend with the upgrade of the other areas as the current ceiling in the washrooms are old type soft boards	<b>No.</b> The soft board will be painted and maintained as is.
3	The tenderers pointed out that the walls partitioning the washrooms are not of the standard height. The sought clarification on whether the walls can be raised.	<b>Yes.</b> This has been factored in the Bill's of Quantities.

All other terms and conditions of the tender remain the same. The Tender Opening date remains **14<sup>th</sup> October, 2021 at 10:30am**. Addendum No. 1 forms part of the tender document.

**ASST. DIRECTOR, HEAD OF PROCUREMENT  
GENERAL SERVICES DEPARTMENT  
7<sup>th</sup> October, 2021**

# **MINUTES OF THE PRE-BID MEETING FOR TENDER FOR PROPOSED REFURBISHMENT OF WASHROOMS AT CBK ELDORET BRANCH, CBK-005-2021-2022**

## **Present:**

1. CBK, Eldoret Procurement (3 people)
2. CBK, Eldoret Finance (1 person)

## **In Attendance**

Bidders Representatives (Three people)

## **Minute No. 1 - Introduction**

The Chairperson called the meeting to order at 10.15am, welcomed the members and the tenderer's representative to the meeting. Thereafter introduction for both CBK team and bidders representatives was done. The bidders' representatives were informed that the purpose of the meeting was to sensitize prospective tenderers on the requirements of the tender and familiarization visit of the washrooms to be refurbished. Noting that the Public Procurement Regulatory Authority issued new standard tender documents for use in Public Procurement, prospective bidders are allowed to air their views in respect to the tender to enable the procuring entity provide clarification on any salient issues that may hinder bidders respond to the tender.

## **Minute No. 2 – Review of the Tender Document**

Bidders were informed that a number of bidders dedicate a lot of time and effort in submitting a competitive price and ignore other requirements of the tender that are equally important. As a result, bidders, fail to reach the final stage of the evaluation where price is considered. Bidders were, therefore, advised to study the requirements of the tender and prepare their bids in line with the requirements of the tender document ensuring that all required documents are provided.

The bidders' representatives were taken through the tender document. Emphasis was on the following areas:

- Checklist of documents comprising the bid document. Bidders were advised to ensure the bid documents comprised all the items listed in the checklist;
- Bidders representatives attending the tender opening will be required to come with **personal identification document (ID or Passport) and an introduction letter from the Company bidding;**
- **The bid document will require to be serialised from page 1 to the last page.**
- Bidders will be required to ensure that the Form of Tender Security used is as per the format provided in the tender document since the form is different from the previous format.
- Bidders were taken through the Evaluation criteria in details and were allowed to seek clarification on any of the evaluation parameters that were not clear.
- Bidders were taken though the Bill of Quantities and the specifications.

Thereafter, the Bidders were taken to view the four washrooms situated on the first floor of Kiptagich Building.

The Chairperson invited the prospective tenderer's representatives to make their comments, clarifications or questions.

In response, they asked questions and made comments as follows: -

1. They observed, the current water backup are water tanks placed on the corridor between the ladies and men's washrooms. They inquired on whether an alternative back up of water storage has been factored as the current arrangement will cause obstruction to the users of the facilities. They suggested provision of water back up at the roof level or externally at the back yard.
2. They observed that, the current ceiling in the washrooms are old type soft boards, and they wanted to know if there is provision for gypsum ceiling and down lighters to blend with the upgrade of the other areas
3. They also observed that, current walls partitioning the washrooms are not up to the standard height. They sought clarifications on whether the walls can be raised to the standard height.

There being no other business, the meeting ended at 11.30AM.

**HEAD OF PROCUREMENT FUNCTION,  
GENERAL SERVICES DEPARTMENT**