



CENTRAL BANK OF KENYA

TENDER REF NO: CBK/145/2023-2024

ADDENDUM NO. 1

**MINUTES OF THE PRE-BID MEETING HELD WITH PROSPECTIVE BIDDERS ON
THURSDAY 25TH APRIL 2024 AT 11.00 A.M.**

**TENDER FOR SUPPLY AND DELIVERY OF OFFICE STATIONERIES FOR CENTRAL
BANK OF KENYA AND KENYA SCHOOL OF MONETARY STUDIES – FRAMEWORK
CONTRACTING AND MULTIPLE AWARDS FOR A PERIOD OF TWO (2) YEARS.**

PRESENT

1. Central Bank of Kenya

Procurement Division

2. Fourteen (14)

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 bidders in attendance. The bidders' representatives were informed that the purpose of the meeting was to sensitize them on the requirements of the tender. Bidders were given opportunity to air their views relating to the tender and seek clarification on 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 would 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.
- Ensuring 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 requirement to serialize all the pages of the bid document.
- Technical Evaluation criteria in details.

Minute 3. Clarifications

The bidders representatives sought clarification on some of the issues which were responded to as detailed in the table below:

No	Clarification sought	CBK Response
1	whether bidders are required to indicate the total price in the Form of Tender	The tender will result to a framework agreement and therefore bidders are not required to indicate the total bid sum of their tender. They will be required to fill the price schedule form indicating their unit price for items tendered. The award will be based on the unit price per item.
2	Whether bidders are required to tender for all the items in both lot 1 and 2	Bidders are free to quote for all the items in a lot or both lots and may also choose to bid for some of the items in a lot and leave others.
3	Whether the bidders are required to submit a power of Attorney	The power of Attorney will only be required where the person signing the tender is not a Director or owner of the Business/Company
4	On the technical evaluation, are bidders required to attach Curriculum Vitae (C.Vs) of their employees as evidence	Yes, Bidders are required to attach signed copies of C.Vs of their employees, five are adequate.

	for the list of personnel	
5	Whether bidders are required to submit copies of vehicles logbooks in their names.	The logbooks should be in the name of the bidders where logbooks submitted are not in the name of bidder. Bidders will be required to provide documents of evidence such as lease agreements or purchase agreements
6	LED panel Cylindrical 12w 170mm)	The amended specification is LED panel Cylindrical 18w 170mm as per sample or equivalent
7	Was the pre-bid meeting mandatory?	No. Pre-bid meeting was not mandatory and therefore, those who did not attend are free to participate

Minute 3. A.O.B

There being no other business, the meeting ended at 12.30 P. M.

DEPUTY DIRECTOR/HEAD OF PROCUREMENT
26TH APRIL 2024