



CENTRAL RIFT VALLEY WATER WORKS DEVELOPMENT AGENCY

MINUTES OF THE CONTRACTORS PRE-BID MEETING AND SITE VISIT HELD ON 12TH JUNE 2023 AT CENTRAL RIFT VALLEY WATER WORKS DEVELOPMENT AGENCY BOARDROOM FROM 10:00 AM TENDER NO: CRVWWD/BA/W/KAPTUMO/6/2022-2023

ATTENDANCE:

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AGENDA

1. Preliminaries
2. Introduction
3. Project Overview
4. Questions/Clarifications
5. Closing remarks

Min 1/12/06/2023: Preliminaries

The team assembled at Central Rift Valley Water Works Development Agency Boardroom at 10:00am. The Chair called the meeting to order at 10:10 am with a prayer request by a volunteer. The chair requested teams from the Employer and the Prospective Bidders to introduce themselves.

Min 2/12/06/2023: Introduction

The chair made a brief introduction of the project and thanked everyone for finding time to attend the pre-bid site visit and informed them that it was of great importance that they attended as this would enable them to;

1. To have an understanding of the working environment and thus be knowledgeable when making decisions in preparing their bids.
2. Have an in depth understanding of the condition of the project site and location.
3. Clarify any issues/questions arising from the contractors.

Min 3/12/06/2023: Project Overview

The Chair welcomed the Project Engineer to make highlight the project scope.

The contractors were taken through the project overview by the Engineer as follows.

The location of the project is in Talai Location, Ewalel Chap Chap Ward, Baringo Central and Baringo South Constituencies in Baringo County. The site is approximately 170km from Nakuru the Agency Head Quarters and approximately 32km from Kabarnet the County Headquarters.

The project scope entails:

- i. Solarization of Kasau & Talai Primary School Boreholes
- ii. Fencing of Kasau and Talai Boreholes

- iii. Pipeline Extension from Kaptumo to Sogon Primary School
- iv. 2No elevated tower with 10,000 lts plastic tank
- v. 3No Water Collection Point
- vi. Sanitation facilities for Kaptumo & Sogon Primary Schools

The bidders were taken through the Eligibility Criteria and Qualification Criteria with in debt explanation on each item as follows.

- i. The submission of tender is as per the stipulation provided with adherence to 12.00 noon on 20th June 2023.
- ii. Bidders to ensure documents are serialized sequentially
- iii. Bidders to carry out arithmetic and error checks on their BOQ items since the Bid Sum submitted is final and cannot be altered
- iv. Bidders required to submit updated documents on experiences, financial, tax compliance, personnel, equipment and other relevant documents .
- v. Bidders to ensure the prices are competitive and within the market rates to avoid presence of abnormally low, abnormally high, unbalanced and front-loaded tenders as this will be subjected to further scrutiny and may result into disqualification of the bid if no justification is provided.
- vi. Bidders to avoid submission of fraudulent documents.
- vii. Bidders to familiarize themselves with the terrain and sources of materials.
- viii. Bidders to adhere to the requirements as indicated on Instruction to bidders viz a viz eligibility criteria. I.e The best evaluated tender will be the most responsive to the tender document and with the lowest evaluated price
- ix. The Agency will communicate each and every process through the Agency official communication channels and addresses as provided in the documents and as indicated below:

**The Chief Executive Officer,
Central Rift Valley Water Works Development Agency,
Maji Plaza, Prisons Road,
P.O. Box 2451-20100
Nakuru, Kenya,
Mobile No. 0725-999-000**

Submission of Bids

The Tender Opening Shall Take Place At:
The Central Rift Valley Water Works Development Agency Offices
Building/Plot No. Maji Plaza
City/Town: Nakuru
Country: Kenya
Date. 20th June 2023
Time: 12.00 Noon.

Ranjit

Min 4/12/06/2023: Questions/Clarifications

No	Query	Clarification/Response
1	Bid Security	The tender security to be of Ksh 150,000.00 and the bidders do not require to fill the tender securing declaration form in this case as stipulated in the criteria
2	When is the deadline for bid submission?	The bid submission deadline will be on 20 th June 2023 12.00 Noon
3	Bidders interested in Site Visit	NO: There was no bidder interested in visiting the site but were requested to officially communicate with the Project Engineer on or before Tuesday 13 th June 2023 if any bidder has interest for assistance, it was clarified that the site visit is not mandatory
4	Solar Panel Brands	The Agency do not have a preferred supplier but the goods should have a warranty, meets the ISO Standards and the Energy (Solar Photovoltaic Systems) Regulations, 2020
5	Bidding for the two projects by same contractor Can special group apply for both?	Bidders were free to bid for the two projects in consideration with their technical and financial capacity. Yes: Special Group bidders are encouraged to apply for both tenders
6	Can the Engineers Estimate be shared?	NO: The Engineers estimate is a confidential document and therefore will not be shared. Bidders encouraged to carry out market survey and provide their market prices
7	Can the project contingency sum be used to cover the inflation of items after bidding?	NO: The project is envisaged to be completed within one year and therefore do not meet the threshold for price adjustment. The contingency sum is the client's money and will only be used upon instruction from the client and only on items that were not envisaged in the initial design of the works.

Min 5/12/06/2023: Closing Remark

As a closing remark, the Prospective Bidders were requested to forward all their requests for clarification officially via the email addresses provided in the bid documents after which an official response will be given to that effect within the stipulated time frame.

E-Mail: info@crvwwda.go.ke and cc procurement@crvwwda.go.ke.

There being no other business, the exercise ended at 1200 hrs.



Minutes prepared by:

Kennedy Kurgal	Engineer	[Signature]	13/06/2023
Name	Title	Signature	Date

Minutes Confirmed by:

William Gribble	ESM	[Signature]	13/06/2023
Name	Title	Signature	Date



Briefing
at
CRVW
WDA
Boardroom

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ATTENDANCE REGISTER

PRE-BID MEETING FOR CONSTRUCTION OF KAPTUMO WATER PROJECT (KAPTUMO-SOGON WATER SUPPLY) HELD ON MONDAY, 12TH JUNE 2023, 2022 AT 10:00 A.M TENDER NO: CRVWDA/BAR/W/KAPTUMO/6/2022-2023-AT THE AGENCY'S CONFERENCE HALL

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PRE-BID MEETING

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PRE-BID MEETING

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