

MINUTES OF THE PRE-TENDER MEETING FOR TENDER NO. NSSF/SCM/C/2/3/24:2022-2023 SUPPLY INSTALLATION TESTING AND COMMISSIONING OF 4 NO. DESTINATION CONTROL LIFTS AT HAZINA TOWERS, MONROVIA/UTALII STREET HELD ON 17TH MAY, 2023 AT 10.30 A.M AT HAZINA TOWERS NAIROBI.

PRESENT

NSSF REPRESENTATIVES

NAME	DEPARTMENT
Muya Mati	Property Development
Ubah Ibrahim	Supply Chain Management
David Kibet	State Department of Public Works (SDPW)

TENDERERS REPRESENTATIVES

NAME	FIRM
1. Akash Gandhi	RSL Elevators
2. Jael Aluoch	AG Melco Elevator Kenya Company Limited
3. Anzelim Ekeya	Mitts Electricals
4. Purity Ngatia	Shanghai Mitsubishi Lifts
5. Caleb Mutuku	Schindler Limited
6. Moses Masila	Eurolifts (EA) Limited
7. Carlos Maina	Top Choice Surveillance
8. Mohamed Maalim	Volks Elevators Limited
9. Benson Wamweya	Elevonic Lifts Services Limited

MINUTE 1/PT/24/2022-2023: CHAIRMAN'S OPENING REMARKS

The meeting was called to order at 10.30 a.m. with self-introduction of those in attendance. The Chairman explained that the purpose of the pretender meeting is to enlighten the prospective tenderers on the tender requirements and to receive and clarify any issues from them. This shall enable them to prepare and submit responsive tenders.

The Chairman gave an overview of the proposed tender. He explained that the tender was Supply, Installation, Testing and Commissioning of 4no. Destination Control Lifts at Hazina Towers, Monrovia/Utalii Street, Nairobi. He informed the meeting that NSSF is intending to replace the four (4No.) Lifts at Hazina Towers. He stated that the bidders are expected to view the site and confirm all the measurements for all the lifts.

U.I

KDK

B.M

MINUTE 2/PT/24/2022-2023: TENDERING PROCEDURES

The Supply Chain Officer gave an overview of the tendering procedures. The following issues were highlighted: -

2.1 Preparation of Tenders:

A brief was given on how the tender should be prepared and submitted as detailed in the tender document.

2.2 Completion of documents and Signatures:

The tenderers must complete and sign all the documents listed in the tender documents as guided by the notes on the standard forms. The tender must be in writing, it must be signed and it must be sealed in a plain outer envelope with no other markings apart from the tender number and tender description. Emphasis was also made on preliminary and mandatory requirements and the tenderers were advised that, non-compliance to any of the stated requirements shall render the tender non-responsive.

2.3 Supporting documents:

The tenderers were advised to ensure that the supporting documents required for technical evaluation are submitted according to the evaluation criteria.

MINUTE 3/PT/24/2022-2023: QUESTIONS AND ANSWERS

3.1 Question No. 1. Sought clarity on participation of an International Company in this tender without an NCA Certificate.

Answer: This is a National and not an International Tender. All bidders should meet all the requirements as set out in the tender document.

3.2 Question No. 2. The bidders asked about the site visit day.

Answer: Bidders are free to visit the site any day before the closure of the tender and obtain a site visit certificate from the Property Managers (Legend Valuers) on the 14th floor of Hazina Towers before tender closing date. The site visit certificate to be submitted with the final tender document.

B.M

U.I

KDK

3.3 Question No. 3: There is an issue regarding the specified quantity of granite in the bills of quantities, which is stated as 286 sqm. The bidder noted that this quantity seems excessive in their view and would materially affect the bid.

Answer: This discrepancy was an oversight, and the quantities should have been reviewed after changing the architrave finish to wide door jambs. An addendum will be issued on the client's website to correct this error.

3.4 Question No.4: Bidder wanted to clarify on the number of destination control Panel per floor?

Answer: There shall be 2 No. destination control panels placed between every two lifts.

3.5 Question No.5: Is the tender validity period 126 days or 150 days?

Answer: The tender validity period is 150 days as indicated in the Tender Data Sheet.

3.6 Question No.6: On the issue of similar experience under technical evaluation criteria, what is the experience period?

Answer: Provide Three (3No.) projects of similar nature, complexity and magnitude between the Period 2018 – 2022.

3.7 Question No.7: Was the cost of decommissioning included in the tender?

Answer: The cost of decommissioning was included in the price summary as item no.7 'Subtract Discount for taking away salvage materials for existing 4No.existing lifts and associated accessories upon decommissioning' on page 87 of the tender document.

3.8 Question No.8: Is storage provided on site for materials?

Answer: Item 16 in the preliminaries on page 79 covers for storage of materials. 'The Contractor shall provide at his own risk and cost where directed on the site weather proof lock-up sheds and make good damaged or disturbed surfaces upon completion to the satisfaction of the Project Manager'.

Item 20 in the same preliminaries on page 20 covers for security of works "The Contractor shall be entirely responsible for the security of all the works stores, materials, plant, personnel, etc.,

both his own and subcontractors' and must provide all necessary watching, lighting and other precautions as necessary to ensure security against theft, loss or damage and the protection of the public".

3.9 Question No.9: The actual dimensions of the shafts are different from what is provided in the bills of quantities of the tender document

Answer: Some of the items were subject to confirmation on site. The bidders were advised to maintain the dimensions on site. An addendum has also been uploaded on NSSF Website with the confirmed dimensions.

The bidders were informed to check the website regularly for any clarifications or amendments which may be made to the tender document in future.

There being no other business to transact for the day, the briefing ended at 01.00 p.m.

B.M
.....
MUYA MATI
PROPERTY DEVELOPMENT (EE)

19/05/2023
.....
SIGN & DATE

[Signature]
.....
DAVID KIBET
ELECTRICAL ENGINEER (SDPW)

19/05/2023
.....
SIGN & DATE

[Signature]
.....
UBAH IBRAHIM
SWNIOR SUPPLY CHAIN OFFICER

19/05/2023
.....
SIGN & DATE