MINUTES OF SITE VISIT AND PRE-BID MEETING

Name of Project: PROPOSED CONSTRUCTION OF OFFICE BLOCK FOR LAKE VICTORIA BASIN COMMISSION HEADQUARTERS – PHASE 1

Tender Reference No: LVBC/WKS/001/19/20

Site Venue: Kogony, Kisumu, KENYA

Pre-Bid Meeting Venue: LVBC Offices, 12th Floor Meeting Room, New Nyanza Regional Headquarters, Owuor Otiende Road, Kisumu, KENYA

Date: 3RD MARCH 2020
LAKE VICTORIA BASIN COMMISSION (LVBC) PROJECT MANAGEMENT TEAM (Client)

Members Present
1. Milcent A Opiyo - Principal Administrative Officer (Chairperson)
2. Simon Otoung - Water Resources Management Officer
3. Amos Ndoto - Maritime Safety Officer
4. Faith K. Kinyua - Senior Procurement Officer (Secretary)

TECHNICAL TEAM (State Department of Public Works)
1. Anthony Wambua - Chief Supt. Quantity Surveyor
2. Eng. George O. Juma - S. S. Engineer - Mechanical
3. Eng. Misura Sheth - Electrical Engineer
4. Eng. Joseph Anzetse - Civil Engineer
6. George Onyango - SSB
7. Gladys Madete - Regional Quantity Surveyor

BIDDERS’ REPRESENTATIVES

1. As per signed attendance list annexed

Agenda: -
1. Arrival of Representatives and Welcoming Remarks
2. Site Visit, site brief and site inspection
3. Introduction and Registration of Attendance at Pre-Bid meeting
4. Brief of the Procurement Process
5. Brief of the Tender Specifications and Bills of Quantities
6. Clarifications from Bidders & Responses from Client & technical Team
7. AOB

SITE VISIT

Min 1/LVBCHQ/03/03/2020: Welcoming Remarks

Bidders’ representatives arrived from 10.00 a.m. at the LVBC Offices on 12th floor, at New Nyanza Regional Headquarters. The Chair welcomed all the representatives present and guided the attendees to the proposed site for the proposed construction of LVBC office block, at Kogony, Kisumu.
Min 2/LVBCHQ/03/03/2020: Site visit, site brief and site inspection

A brief introduction of the LVBC Project Management Team and the Technical Team was done.

The Technical Team lead by the Architect gave a site brief, illustrating the boundaries, the actual location of the structure and positioning of the proposed office block as per the architectural drawings. He highlighted that the site shall be demarcated using fencing.

The Civil Engineer also representing the Structural Engineer briefed the meeting of the several trial pits that had been dug to provide information on the soil conditions to enable design the appropriate foundation and structure. He further briefed the meeting of the planned drainage and sewage system.

The Electrical Engineer confirmed the source of power from nearby sources and advised the meeting that the need for additional power sources would be applied for from the relevant power supply body.

A highlight of the plumbing works and drainage installations were indicated by the Plumbing/Mechanical Engineer.

The Client concluded the site visit by informing the meeting that any further clarifications would be addressed at the pre-bid meeting at the LVBC offices.

PRE-BID MEETING

Min 3/LVBCHQ/03/03/2020: Introduction and Registration

The entire team reconvened at the LVBC offices and continued with the meeting at 12.25 p.m.

The Chairperson welcomed the bidders’ representatives and all present once again to the meeting and gave a brief on the purpose of the site visit and pre-bid meeting in relation to the tender for Proposed Construction of Office Block for LVBC Headquarters; under Phase I.

The meeting was preceded by introduction of all present and registration of attendance.

Min 4/LVBCHQ/03/03/2020: Brief of the Procurement Process

The Senior Procurement Officer briefed the meeting of the invitation to tender that was published in the local dailies of the six (6) EAC Partner States, and the EAC and LVBC websites on 8th and 10th February 2020 respectively.

Minutes of Site Visit & Pre-Bid Meeting for Construction of LVBC HQ Office Block on 3rd March 2020
The advertisement highlighted the tender name, reference number, date of site visit and pre-bid meeting, requirement for a bid security of US $20,000 and payment of the tender fees of US $100 and the payment modalities, the bid submission deadline of 26th March 2020 and bid opening of the same date. The bidders were encouraged to read in detail of all the tender requirements.

The bidding period was provided as 45 calendar days with the site visit and pre-bid meeting on the 3rd March 2020, being conducted at the moment. A window period to seek for clarifications regarding the tender or ask any queries was emphasized not to exceed 21 days (i.e. by 6th March 2020) prior to bid submission deadline of 26th March 2020.

**Min 5/LVBCHQ/03/03/2020: Brief of the Tender Specifications and Bills of Quantities**

The Technical Team Leader briefed the meeting of the project which entails civil works, electrical and ICT installation and mechanical works, plumbing and drainage installations as per the Bills of Quantities.

- The Architect give a descriptive outlay of the proposed office block as per the drawings annexed in the tender document.
- Civil works were well elaborated in the bill of quantities with majority being masonry works.
- Electrical works and ICT installations had detailed specifications, bill of quantities and drawings as provided in the architectural drawings.
- A brief of Mechanical & Plumbing works was articulated with reference to the bill of quantities, detailed specifications and architectural drawings.

The Technical Team urged the prospective bidders to adhere to the tender documents' instructions and requirements.

**Min 6/LVBCHQ/03/03/2020: Clarifications / Questions from Bidders & Responses from Client & Technical Team**

LVBC confirmed that as at the pre-bid meeting date, no request for clarifications had been received in writing and thus none would be presented.

The Bidders were given the opportunity and invited to ask questions or seek clarification regarding the tender to enable achieve the purpose of the meeting as per requirement.
<table>
<thead>
<tr>
<th>No.</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>We request for Soft Copies of all Architectural Drawings including Structural drawings?</td>
<td>The architectural drawings were annexed to the tender document. The detailed mechanical and electrical shall be shared at a later stage to the contracted bidder. The structural drawings are annexed to these minutes.</td>
</tr>
<tr>
<td>2</td>
<td>We request for the Bill of Quantities in soft copy in excel.</td>
<td>The tender document has been uploaded in the website in <strong>pdf</strong> format to avoid any alterations of the details.</td>
</tr>
<tr>
<td>3</td>
<td>We would like to be given the Bar Bending Schedule.</td>
<td>The Bar Bending Schedule shall only be shared with the contracted bidder.</td>
</tr>
<tr>
<td>4</td>
<td>Is there evidence of receipt of Tender Document upon down loading and printing it?</td>
<td>The tender documents may be accessed from the websites <a href="http://www.lvbc.com.org">www.lvbc.com.org</a> and <a href="http://www.eac.int">www.eac.int</a> downloaded and printed. Payment details for the tender document are on the advertisement and websites and a receipt with the tender narrative should be provided upon payment.</td>
</tr>
<tr>
<td>5</td>
<td>Must we indicate the names of all joint venture representatives on the pre-bid meeting attendance register now or we provide their details during submission of tender document?</td>
<td>If all the joint venture names, consortium or associations are known they should be indicated on the attendance register. However, the Representative may indicate the name of one member of the joint venture/consortium/association if others are not yet identified.</td>
</tr>
<tr>
<td>6</td>
<td>Is the Public Procurement and Disposal Act for Tanzania applicable to this tender?</td>
<td>The procurement process for this tender is guided by the EAC Procurement Policies and Procedures Manual, 2016. The Public Procurement Acts of the respective 6 partner states are not applicable.</td>
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All other tender details remained unchanged.

*Minutes of Site Visit & Pre-Bid Meeting for Construction of LVBC HQ Office Block on 3rd March 2020*
Min 7/LVBCHQ/03/03/2020: AOB

There being no other issue, the meeting came to a close at 13.02 p.m.

Signed By:

Faith R. Kinyua
Secretary

Milcent A. Opiyo
Chairperson