



TEA BOARD OF KENYA

Realizing the Tea Promise

MINUTES FOR THE PRE-BIDDER CONFERENCE ON TENDER NO: TBK/OT/06/2023-2024, SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF MACHINERY FOR THE INCUBATION CENTER FOR SPECIALITY, AND VALUE-ADDED TEAS (RE-ADVERTISED)

Preliminaries

Venue: Tea Board of Kenya Conference Hall, Ground Floor, Tea House, Naivasha Road Nairobi.

Date and Time: March 20th, 2024, 9:50 am.

Agenda:

1. Introduction
2. Acquaintance with the tender procedures
3. Questions and answers.

Attendance

Present

Pre-Bid officials

| NAME | ORGANIZATION |
|--------------------|---------------------|
| 1. Wekesa C. Khisa | Tea Board of Kenya |
| 2. James Marete | Tea Board of Kenya |
| 3. Doreen Mutheu | Tea Board of Kenya |

Bidder Representative

| NAME | ORGANIZATION |
|-------------------|-------------------------|
| 1. Kipngeno Mutai | Citicom Systems Limited |
| 2. Gedion Korir | Volantis Ventures Ltd |
| 3. Fredrick Orwa | • Jylan Agencies |



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- Kivy Systems

4. Nicholas Mburugu

Foleca Developers & Construction Ltd

Min 01 TBK/OT/06/2023-2024: Introduction

The Pre-bid meeting commenced at 9:50 am at the Tea Board of Kenya conference hall, Tea House, Naivasha Road, Nairobi.

Tea Board of Kenya opened the meeting with a brief introduction of all members present and a brief overview of the tenders, which stated that the pre-bidder conference was optional thus no penalties would be incurred for lack of attendance.

Min 02 TBK/OT/06/2023-2024: Acquaintance with the tender procedures

TBK then proceeded to provide information on the above-mentioned Tender:

1. A brief history of Tea Board of Kenya was given, stating that it is a State Corporation formed by an Act of Parliament in 2020. It is the state body mandated to regulate the Kenyan Tea Industry and plans to purchase the tendered machinery to aid in value addition training of Teas in collaboration with the Tea Research Institute in Kericho.
2. Location for supply, delivery, installation, testing and commissioning of machinery for incubation center for specialty and value-added teas (re-advertised): TBK/OT/06/2023-2024 would be at Tea Research Institute Kericho. Delivery and installation are expected at the site/ location. The schematic drawing/ layout of the building is as indicated in the Tender document.
3. The manufacturer's brochure should be in English, not any other language, as stated in Tender Document.



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4. Tea Board emphasized the importance of complying with the instructions given in the Tender document to avoid disqualification. The below points were indicated on filling out the tender document:
 - i. The specifications for all machinery are indicated on page 72 of the tender document
 - ii. In case one wishes to view any of the quoted for machinery, some are available at: Chebango Tea Factory- Bomet, Gatanga Tea Industries- Murang'a, Njeru Industries- Meru, Tea Research Institute- Kericho.
 - iii. It should be noted that Item No. 18, there are moisture analyzers specific to tea. That would be the required analyzer.
 - iv. The tender document should maintain its original appearance, with supporting documents following after
 - v. Pagination of the document should be continuous from the first page of the tender document to the last page of the attachment, i.e. no annexes, the numbers should be continuous
 - vi. For key personnel, ensure the CV form is filled out as per Technical requirements in the Tender document
 - vii. Ensure the mandatory forms in the tender are duly filled, signed and stamped to avoid disqualification.
 - viii. No joint venture shall be allowed.
 - ix. A bid security of Kes. 300,000 shall be attached from a reputable bank or from any of the Insurance firms listed on PPRA website.
 - x. For MR16, it was noted that each line item should have a manufacturer's letter. One letter can be written for all items, but the letter should have each line item mentioned.
 - xi. Similar to the above, a brochure should be available for each line item as per MR 17
 - xii. All Queries and Questions should be emailed to info@teaboard.or.ke.



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Further, the bidders were able to seek clarification on the Tender and specifications. The below questions were addressed by the Tea Board of Kenya.

Min 03 TBK/OT/06/2023-2024: Questions (Q) & Answers (A)

Q1. Is there any preference on manufacturers?

A1. NO. Emphasis is on quality machinery regardless of manufacturer.

Q2. If quoted price inclusive of the electrical components required for machinery?

A2. YES, the technical specifications in tender document are inclusive of the electrical system. It was noted that bidder should ensure compatibility of the same with the Kenyan system while importing.

Q3. Is the tender inclusive of installation?

A3. YES, the tender document confirms the same. Location of installation is Tea Research Institute- Kericho, and schematic drawings have been provided in the tender document.

Q4. Is training inclusive of this contract?

A4. YES. Commissioning will include training personnel to use the machinery.

Q5. Is the pretender conference compulsory, and if so, will attendance certificates be issued?

A5. NO. The pretender conference is not compulsory and no attendance certificate will be issued.

Q6. Is financing of the tender possible?

A6. NO. Financing should come from the bidder's side thus the requirement for a bank willing to offer line of credit for the same.

Q7. Should one quote for all items provided?

A7. NO. Award, upon mandatory and technical responsiveness, will be per item, therefore bidders are not compelled to quote for all items.




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There being no further questions, the chair thanked all members present and closed the meeting at 10:55 am.

Approvals

Minutes Prepared by:

Ms. Doreen Mutheu Sign :.....

Date:.....20/03/2024.....

(Secretary)

Approved by:

Mr. Wekesa Khisa Sign :.....

Date:.....20/03/2024.....

(Chairman)