

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE  
ROAD SECTOR INVESTMENT PROGRAMME (RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

**VIRTUAL PREPROPOSAL CONFERENCE HELD ON 18<sup>TH</sup> OCTOBER, 2022 AT  
10AM**

**IN ATTENDANCE**

The meeting was attended by 34 participants. The detailed attendance register is provided as Annex 1.

**APOLOGIES**

There were no apologies recorded during the meeting.

**AGENDA**

The following agenda was adopted for discussion;

1. Preliminaries (Opening prayer and self-introduction)
2. Opening Remarks by the Chairperson
3. Overview of the RFP
4. Questions from Bidders and Responses from KRB
5. Way forward
6. Closure

**MINUTE 01/1 - PRELIMINARIES**

The meeting started at 10.05 am with a word of prayer from Mr. Caleb Mathuva followed by self-introduction of the participants.

Eng. Victor Odula welcomed all the members present and proceeded to confirm the firms which were represented in the meeting. Table 1 below provides the list of the firms represented. All the firms that had expressed interest to participate in the conference attended as listed below:

***Table 1: List of firms represented***

Consultancy Services for development of Road Sector Investment Programme (RSIP) III
1. Kinconsult Ltd.
2. Intercontinental Consultants and Technocrats PVT Ltd
3. ITEC Engineering Ltd
4. Geodev Kenya Ltd.
5. AEC Global Ltd

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE  
ROAD SECTOR INVESTMENT PROGRAMME (RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

Consultancy Services for development of Road Sector Investment Programme (RSIP) III
6. Arabtech Jardaneh International ltd
7. Tertiary Consulting Engineers Ltd
8. Dar al-Handasah Consultants
9. BNL Group Ltd
10. Civil One Engineers Ltd
11. Aarvee Associates (International)
12. HHO Ltd

**MINUTE 02/1 - OPENING REMARKS BY THE CHAIRPERSON**

In his opening remarks, the chairperson, welcomed all the attendees to the meeting and thanked the bidders for expressing interest in the tender. He noted that the meeting was a pre-proposal conference on the consultancy services for development of the third Road Sector Investment Programme (RSIP III).

He informed the meeting that the purpose of the Pre-Proposal conference was to make clarifications on the RFPs which were issued on 4<sup>th</sup> October, 2022.

As part of the background information, the chair informed the meeting that the assignment is part of the requirement set out in section 34 of the Roads Act that requires that an investment programme be developed by the Minister for Roads in consultation with the Road Authorities and Kenya Roads Board for the approval by the Minister for Finance.

The main objective of the assignment is to develop a five year investment plan for the National Trunk Roads and 47No. county specific plans based using the HDM- 4 economic analysis tool.

He informed the meeting that the Board had received expressions of interest from about 10 firms and clarification questions which would be addressed in the meeting.

**MINUTE 03/1 - OVERVIEW OF THE REQUEST FOR PROPOSAL (RFP) DOCUMENT**

Eng. Victor Odula took the meeting through the Request for Proposal. He informed the meeting that the consultancy was open to all bidders and they needed to take note of the Data Sheet that amends the instruction to Consultants to meet the Client requirements.

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE  
ROAD SECTOR INVESTMENT PROGRAMME (RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

The following corrections and amendments to the RFP documents were made:

1. Criterion 1 a), Clause 22.2 of data sheet on page 32; **For 10 staff and above, the marks shall be 1.5 marks. This has been corrected in the RFP.**
2. Sr.No.C(4) of Form FIN-3A, Page 64: **Sr. No. C(4) of Form FIN-3A, Page 64 should read Profits and Overheads on Item No. 3. This has been amended.**
3. Clause 14(b) of Data Sheet, Page 29; Form FIN-3A, Financial Format, Page 63; Clause 7.0 of TOR, Page 77 to 80  
**The correct Total no. of Key staff man months is 75 as provided in Form FIN-3A Financial Format. The estimated inputs in the Data sheet Clause 14(b) page 29 and in clause 7.0 of ToR have been amended to reflect this**
4. Form FIN-3A, Financial Format, Page 63; Clause 7.0 of TOR, Page 77:  
**The man months in Clause 7.0 of ToR have been amended to reflect those in the Form FIN 3A of financial format as follows:**  
**Qualification, Skills and Team Composition**  
**iv. Highway Asset Management Systems Specialist - 12 months**  
**v. Traffic Engineer - 7 months**
5. Clause 7.0(vii) of TOR, Page 81 and Form FIN-3A, Financial Format: **Clause 7.0 (vii) of ToR has been amended to reflect what is in Form FIN 3A, Financial Format by removing the 2No. Assistant Statisticians**
6. Section 2 (B): Data Sheet: Curriculum Vitae of Key Personnel requirement, Page 35: *The scoring criteria for the Transport Economist has been amended in the data sheet as follows:*
  1. **Transport Economist (9 marks)**
    - a) **Academic qualifications - Bachelor's degree in Transport Economics or equivalent/ Civil Engineering with post qualification in economics or equivalent from recognized university- 1.0 mark**
    - b) **Adequacy and experience - General experience of 15 years in Transport sector- 2.0 marks,**
    - c) **5No. projects of using highway asset management economic evaluation tools such as HDM-4 - 5 marks (1 mark per project)**
    - d) **Experience in the region -1.0 marks**

The detailed clarifications matrix is as attached in Annex 2.

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE  
ROAD SECTOR INVESTMENT PROGRAMME (RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

**ANNEX 1: ATTENDANCE REGISTER**

	<b>Name</b>	<b>Firm</b>
1	Eng. Victor Odiwuor	Kenya Roads Board
2	Tania Cotton	HHO Consulting Engineers
3	Helen Cherop	Kenya Roads Board
4	Eng. Kenneth Amollo	Intercontinental Consultants & Technocrats
5	Nassif Hakim	Dar al-Handasah Ltd
6	William Wambulwa	Tertiary Consulting Engineers
7	Mohammad Bustami	Arabtech Jardaneh International -
8	Kozhaya Seikaly	Dar al-Handasah Ltd
9	Ban Haddadin	Arabtech Jardaneh International -
10	Eng. Tom Opiyo	ITEC Engineering Ltd
11	Kelvin Nyaribo	
12	Geoffrey Kamau	Intercontinental Consultants & Technocrats
13	Caleb	
14	Jeremy Lee	Dar al-Handasah Ltd
15	Saeed Shohani	Dar al-Handasah Ltd
16	Evans	
17	Geoffrey Kamau	Intercontinental Consultants & Technocrats
18	Tabitha Kariuki	Kenya Roads Board
19	Eng. Kithinji D.K. -	Kinconsult
20	Silas Nguru -	B&L Group
21	Eng. Richard Kinoti	Kinconsult
22	Aarvee Associates (International)	Aarvee Associates (International)
23	Thomas Bundi	Kenya Roads Board
24	Caleb Muthuva	Kenya Roads Board
25	Reinhard	Geodev (K) Ltd
26	Jeff Odago	ITEC Engineering Ltd
27	Narendra Dugar	
28	Florence Oduor	ITEC Engineering Ltd
29	Peter Watson	Dar al-Handasah Ltd
30	Muriungi K. M -	Kinconsult
31	Christine Gichanga	Dar al-Handasah Ltd
32	Yazan Ellauzi	Arabtech Jardaneh International -
33	Michael Mutoro	TCE Ltd
34	Michael Mutoro	TCE Ltd

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ROAD SECTOR INVESTMENT PROGRAMME  
(RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

**ANNEX 2: CLARIFICATIONS MATRIX**

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	KRB Response
<b>INTERCONTINENTAL CONSULTANTS AND TECHNOCRATS PVT LTD</b>				
1.	Criterion 1 a), Clause 22.2 of data sheet on page 32	<b>Marks allotted for Staff Establishment</b> Staff Establishment- 1.5 marks <b>(10 staff and above (0.5 marks);</b> 6-9 staff (1 mark); less than 6 staff (0 marks)	The Consultants understand that by employing 10 or more staff, we will be allotted 1.5 marks. Kindly confirm our understanding.	<b>For 10 staff and above, the marks shall be 1.5 marks. This has been corrected in the RFP.</b>
2.	Clause 41.2 of SCC on page 105	<b>Payment Schedule</b> 1) 10 percent (10%) of the lumpsum shall be paid upon submission and approval of the Inception Report 2) 20 percent (20%) of the lumpsum shall be paid upon submission and approval of the Interim Report 3) 25 percent (25%) of the lump sum shall be paid upon submission and	In most of the similar assignment, the Consultants need to spend major part of its total fee during initial months for conducting various surveys. Therefore, we suggest following revisions in the payment schedule to avoid any cash crunch situation.  1. We request you to divide each payment into two parts of 75% & 25%. 1 <sup>st</sup> Part i.e. 75% of the payment may be done on submission of Report and	<b>The payment schedule shall form part of the negotiations with the winning bidder, so it remains as is at this stage.</b>

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ROAD SECTOR INVESTMENT PROGRAMME  
(RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	KRB Response
		<p>approval of the Draft RSIP III Report</p> <p>4) 15 percent (15%) of the lumpsum shall be paid upon submission and approval of the Draft Final RSIP III Report</p> <p>5) 10 percent (10%) of the lump sum shall be paid upon submission and approval of the Validation workshop report</p> <p>6) 20 percent (20%) of the lump sum shall be paid upon submission and approval of the Final RSIP III, HDM-4 Workspace and Road Asset valuation reports</p>	<p>remaining 25% of payment may be done after approval of report.</p> <p>2. 20 percent (20%) of the lumpsum shall be paid upon submission and approval of the Inception Report in place of 10 percent (10%) envisaged in the RFP document and 10 percent (10%) of the lump sum shall be paid upon submission and approval of the Final RSIP III, HDM-4 Workspace and Road Asset valuation reports in place of 20 percent (20%) envisaged in the RFP document.</p> <p>Kindly consider.</p>	
3.	Clause No.16.2 of Data Sheet	<p><b>Price Adjustment</b></p> <p>As per Clause No.16.2 of Data Sheet, A price adjustment</p>	The remuneration rates are fixed, being a lump-sum based Contract for 18 months. If due to any reason, without any fault of the Consultant,	<b>Price Adjustment shall be negotiated with the winning bidder.</b>

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ROAD SECTOR INVESTMENT PROGRAMME  
(RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	KRB Response
		provision applies to remuneration rates: <b>No.</b>	the duration of the assignment gets extended beyond 18 months, then the Consultant should be entitled to receive the escalated remuneration rates. The Client may kindly include an Escalation Clause in the Contract.	
4.	Clause 8.0 of the ToR on Page 81	<b>Duration of Stakeholder Workshops &amp; Reports</b>  Duration of stakeholder workshops & reports – One Month	The Consultants would like to submit that stakeholder workshop requires substantial planning and should be held as per the convenience of stakeholders. According to the ToR, three (3) Stakeholder workshops to be planned during one month.  Consultants suggest that one month provided for such activity is extremely limited, considering the significance and importance of such a workshop. It is advisable that either the Client fixes the schedule of such workshops for all stake holders to follow or additional time be allotted for Consultants to obtain convenience of stake holders to	<b>The proposed timelines for workshops are adequate based on the Client's previous experience in successful stakeholder workshops.</b>

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ROAD SECTOR INVESTMENT PROGRAMME  
(RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	KRB Response
			schedule the meeting and ensure adequate participation for meeting the desired objective of the workshop.	
5.	Page 105 - Clause 41.2	<p><b>Payments</b></p> <p>It has been mentioned that payments shall be made upon submission and approval of all reports submitted.</p>	<p>It has been the experiences of Consultants that while reports are submitted on time, approvals of reports take considerable time.</p> <p>We suggest that a timeframe of 10 working days may be made for discussion and approval of the submitted reports. This would be helpful to maintain the cash flow of the Consultants. Kindly consider.</p>	<p><b>The Board usually reviews reports and communicates feedback within acceptable timelines and this will not be an issue.</b></p>
6.	Sr.No.C(4) of Form FIN-3A, Page 64	<p>Profits and Overheads on Item <b>No.19</b></p>	<p>We feel that No.19 is typo error. It should be 3 instead of 19. It may kindly confirm.</p>	<p><b>Sr. No. C(4) of Form FIN-3A, Page 64 should read Profits and Overheads on Item No. 3. This has been amended.</b></p>
7.	Clause 14(b) of Data Sheet, Page 29	<p>Estimated input of Key Experts time-input - 93 man-months given in Data Sheet.</p> <p>Whereas</p>	<p>Total 93 man-months of Key Experts are not matching with man-months given in Form FIN-3A Financial Format and Clause 7.0 of TOR.</p>	<p><b>The correct Total no. of Key staff man months is 75 as provided in Form FIN-3A Financial Format.</b></p> <p><b>The estimated inputs in the Data sheet Clause 14(b) page 29 and in</b></p>



PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ROAD SECTOR INVESTMENT PROGRAMME  
(RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	KRB Response
	Form FIN-3A, Financial Format, Page 63  Clause 7.0 of TOR, Page 77 to 80	<u>In Fin-3A Financial Format</u> - Total Man Month of Key Experts is 75  and <u>In Clause 7.0 of TOR</u> - Total Man Month of Key Experts is 73.	Kindly clarify the correct man-months of Key Experts.	<b>clause 7.0 of ToR have been amended to reflect this</b>
8.	Form FIN-3A, Financial Format, Page 63  Clause 7.0 of TOR, Page 77	<p style="text-align: center;"><b>A. Remuneration</b></p> <p>1. Highway Asset Mgt System Specialist - 12 mm</p> <p>2. Traffic Engineer - 7 mm</p> <p style="text-align: center;"><b>Qualification, Skills and Team Composition</b></p> <p>iv. Highway Asset Management Systems Specialist - 9 mm</p> <p>v. Traffic Engineer - 8 mm</p>	There are discrepancies in the Man-months given in Form FIN-3A of Financial Format and Clause 7.0 of ToR. The correct break up of man-months for each position may please be provided.	<p><b>The man months in Clause 7.0 of ToR have been amended to reflect those in the Form FIN 3A of financial format as follows:</b></p> <p><i>Qualification, Skills and Team Composition</i></p> <p><b>iv. Highway Asset Management Systems Specialist - 12 months</b></p> <p><b>v. Traffic Engineer - 7 months</b></p>

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ROAD SECTOR INVESTMENT PROGRAMME  
(RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

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9.	Clause 7.0(vii) of TOR, Page 81 and Form FIN-3A, Financial Format	<b>Support Staff</b> S.No.2 – Assistant Statisticians (2 No.) – <b>Man Month not given.</b>	The Consultants would like to submit that the Man-Month for Assistant Statisticians position is not provided in the ToR. Further, in Form FIN-3A: Breakdown of Remuneration, Assistant Statisticians position is not given.  We request you to provide man-months for this position so that all the Consultants are at par in their assessment of man-month for this position.	<b>Clause 7.0 (vii) of ToR has been amended to reflect what is in Form FIN 3A, Financial Format by removing the 2No. Assistant Statisticians</b>
10.	<b>Section 2 (B): Data Sheet: Curriculum Vitae of Key Personnel requirement, Page 36</b>	<b>5. Highway Asset Management Systems Specialist (6 marks)</b> a) Academic qualifications - Bachelor's degree in Information Technology or equivalent from recognized university- <b>0.5 marks</b>	The Consultants would like to clarify that various experts are available with Bachelor's degree in Computer application and having relevant experience. Hence, we request the Client to accept Bachelor's degree in Computer application also in addition to existing requirement and amend the requirement as:	<b>Bachelors degree in Computer Applications is an equivalent qualification to Bachelors degree in IT, therefore the provision is adequate as is.</b>

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ROAD SECTOR INVESTMENT PROGRAMME  
(RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	KRB Response
			<ul style="list-style-type: none"> <li>• Bachelor's degree in Information Technology/ <b>Computer application</b> or equivalent from recognized university- 0.5 marks</li> </ul> <p>This may kindly be accepted and confirmed.</p>	
11.	<p><b>Section 2 (B): Data Sheet:</b></p> <p><b>Curriculum Vitae of Key Personnel requirement, Page 35</b></p>	<p><b>2. Transport Economist (9 marks)</b></p> <p>b) Professional qualifications (Professional Engineer with Engineers Board of Kenya or equivalent with valid practicing license) - <b>0.5 Marks</b></p> <p>c) Membership in professional bodies (Institution of Engineers of</p>	<p>The Consultants would like to submit that the expert who holds Bachelor's degree in Economics with Master's degree in Transport Economics / Planning, they cannot get registration as Professional Engineer with Engineers Board professional bodies like Institution of Engineers of Kenya (IEK) or equivalent. Therefore the Consultants request to amend the :</p> <p>b) Professional qualifications (Professional Engineer with Engineers Board of Kenya or equivalent with valid practicing license / <b>Member with Chartered</b></p>	<p><i>The scoring criteria for the Transport Economist has been amended in the data sheet as follows:</i></p> <p><b>2. Transport Economist (9 marks)</b></p> <p><b>e) Academic qualifications - Bachelor's degree in Transport Economics or equivalent/ Civil Engineering with post qualification in economics or equivalent from recognized university- 1.0 mark</b></p> <p><b>f) Adequacy and experience - General experience of 15 years in Transport sector- 2.0 marks,</b></p>

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ROAD SECTOR INVESTMENT PROGRAMME  
(RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	KRB Response
		Kenya (IEK) or equivalent) - <b>0.25 marks</b>	<p><b>Institute of Transport / Member of the Institution of Highway and Transportation / any other relevant membership) - 0.5 Marks</b></p> <p>c) Membership in professional bodies (Institution of Engineers of Kenya (IEK) / <b>Member with Chartered Institute of Transport / Member of the Institution of Highway and Transportation</b> or any other equivalent membership) - <b>0.25 marks</b></p> <p>This may please be considered and confirmed.</p>	<p><b>g) 5No. projects of using highway asset management economic evaluation tools such as HDM-4 - 5 marks (1 mark per project)</b></p> <p><b>h) Experience in the region -1.0 marks</b></p>
12.	<b>Section 2 (B): Data Sheet: Curriculum Vitae of Key Personnel requirement, Page 35</b>	<p><b>2. Transport Economist (9 marks)</b></p> <p>a) Academic qualifications - Bachelor's degree in Transport Economics or equivalent/ Civil Engineering with post</p>	<p>The Consultants understand that <b>Graduate Degree in Economics</b> will also be considered as equivalent in evaluation.</p> <p>This may kindly be considered and confirmed.</p>	<b>Yes Graduate degree in Economics will be considered as an equivalent degree for the Transport Economist</b>

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ROAD SECTOR INVESTMENT PROGRAMME  
(RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	KRB Response
		qualification in economics or equivalent from recognized university- <b>0.25</b> marks		
13.	Additional Point	<b>Extension of Date</b>	<p>The Consultants would like to submit that we have many holidays on next week due to the ongoing festival season in India.</p> <p>Further, In order to do complete justice to this interesting and significant technical proposal, it is requested that atleast 3 weeks' time is given for the submission of proposal after the issue of reply to the Clarifications, so that Consultants can prepare and submit a comprehensive proposal addressing all the issues of the RFP document / ToR. Kindly consider.</p>	<b>The submission date remains Tuesday 1<sup>st</sup> November at 12 noon.</b>
14.	Section 4: Financial Proposal (Form Fin 3A- Renumeration		Is the financial proposal based on the new engineers' scale of fees which was approved by the government and shared to government	<b>Yes, the Financial Proposal is based on the new engineers scale of fees.</b>

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ROAD SECTOR INVESTMENT PROGRAMME  
(RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	KRB Response
			departments, state corporations and parastatals	
<b>TERTIARY CONSULTING ENGINEERS LTD.</b>				
15.	Terms of Reference: Section 7 (vii) – Support Staff		What are the academic and professional qualifications of the support staff  Is there a need to present the Curriculum Vitae for the experts	<b>There is no need to provide CVs for the support staff as they will not be individually evaluated. However, include the support staff as part of your team composition.</b>
16.	ITC Clause 14(b) ToR Section 7 and Form Fin 3A – Quantity of Staff Months		Key Expert Time Input in the ITC 14(b) is 93 staff months differs from the Key Expert Time Input in the ToR Section 7 which is 73 staff months and the Key Expert Time Input in the Form Fin 3A which is 75 staff months. Which Key Expert Time Input should the consultant use?	<b>The correct Total no. of Key staff man months is 75 as provided in Form FIN-3A Financial Format.  The estimated inputs in the Data sheet Clause 14(b) page 29 and in clause 7.0 of ToR have been amended to reflect this</b>

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ROAD SECTOR INVESTMENT PROGRAMME  
(RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	KRB Response
17.	Section 4: Proposal, Table C (Transport) Section 1		Clarify if the quantity of 30 vehicle months in the financial proposal template Section 4: Proposal, Table C (Transport) Section 1 is in order considering the project duration is 18 months	<b>The quantity of 30 vehicle months is correct as provided.</b>
18.	General		Clarify whether the client staff and associated agencies have adequate HDM-4 licenses that will be used during technical support and technology transfer stages  Clarify if the consultant should cater for the licenses for the client staff and associated agencies key staff	<b>The Consultant will not cater for Client staff and associated agencies HDM-4 Licenses.</b>
19.	General		Requests the client to provide previous reports, if possible, to help the bidders to appreciate the scope better and prepare a more responsive proposal.	<b>The published RSIP II Report will be shared on KRB website for reference.</b>

PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ROAD SECTOR INVESTMENT PROGRAMME  
(RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

Sl. No.	Clause No. as per RFP	Point of Queries	Our Comments / Clarifications required	KRB Response
<b>PETER WATSON - DAR AL- HANDASAH</b>				
20.	Clause 7.0 ToR page 70	The statement states that the Consultant shall support the Ministry in development of the RSIP III.	Clarify who will be responsible for the development of the RSIP III	<b>Kenya Roads Board is engaging a Consultant to develop RSIP III on behalf of the Ministry.</b>
21.	General		Will the RICS 2022 Data be up to date and cover the entire network	<b>Yes the RICS 2022 Data will be up to date and will cover the entire road network</b>
22.	General		What is the actual length of the classified road network	<b>The total classified road network is 162,051kms made up of 44,008kms of National Trunk Roads and 118,043km of County Roads</b>

**MINUTE 05/1 - WAY FORWARD**

The bidders were asked to note the following:

1. The client will provide official response to the members/ bidders based on the clarifications already given during the conference. In case of any changes arising out of any further clarifications, an addendum will be issued.
2. Bidders to ensure that their proposals are complete.



PROVISION OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF THE ROAD SECTOR INVESTMENT PROGRAMME  
(RSIP)III (2023-2027)

TENDER No. KRB/528/2022-2023

**MINUTE 06/1 - AOB**

There being no other business, the meeting ended at 11.10 am.



Cleared for Circulation: \_\_\_\_\_

Date: 18/10/2022

Eng. Victor Odula,

Deputy Director, Policy & Planning

For: Director, Policy & Planning