



## KENYA ROADS BOARD

### MINUTES OF THE PRE BID MEETING BETWEEN KENYA ROADS BOARD AND THE TENDERERS FOR PROVISION OF PUBLIC RELATIONS CONSULTANCY HELD ON 19<sup>TH</sup> JUNE, 2020 VIA ZOOM STARTING 10:00AM

#### PRESENT

##### KRB STAFF

1. Lucy Gathika – Chairing
2. George Waithaka
3. Chris Mugoh
4. Rosemary Wangui
5. Rose Waeni
6. William Ongondi
7. Angela Ademba
8. Ellys Mucheri
9. Eunice Bosibori
10. Sweeney Kipruto

#### BIDDERS

NAME	FIRM
1. Lilian Waringa	Parklane Africa Ltd
2. Caroline Wachira	iBRAND Limited
3. Naisiae Kisoso	NK Consultants
4. Elly	EnM group
5. Perpetual Kendi	Addleston PR and Marketing
6. Victor Muya	Yolanda Tavares PR
7. Mitchell Mwamodo	MMP Communications and Outreach Limited
8. Anthony Mutua	AM Communications Limited
9. Beryl Opiyo	Avant Communications Limited
10. Charles Otieno	Inforkomm Media
11. William Kamau	Bizytech Investment Limited
12. David Kilel	Concepts hub
13. Hellen Gicheru	EnM group
14. Yollanda Engell Anderson	Yolanda Tavares PR
15. Lynn Sereya	Avant Communications Limited
16. Magaret Waithera	Avant Communications Limited

**MINUTE 1-19/6/2020**  
**OPENING PRAYERS**

The meeting was called to order at 10:15 am, followed by a word of prayer by Ms. Lucy Gathika.

**MINUTE 2-19//6/2020**  
**OPENING REMARKS FROM THE CHAIRMAN**

The chair welcomed all participants to the meeting and gave a background of Kenya Roads Board's mandate. She then gave an introductory brief of the description services required for the Public Relations Consultancy. She noted that the purpose of the meeting was for the bidders to be understand the tender document and especially the description of services sought. Bidders were encouraged to raise any issues or seek clarification.

**MINUTE 3-19/6/2020**  
**OVERVIEW OF TENDER DOCUMENT**

Mr. George Waithaka provided an overview of the instructions to tenderers. It was emphasized that the tender was reserved for bidders in the category of Youth, Women and Persons With Disabilities. Bidders are required to submit declaration statement on corrupt and fraudulent practices as per attached in section VII- Standard forms.

The tender prices shall remain fixed during the contract period. A tender submitted with adjustable price will be treated non-responsive and rejected. Prices shall be quoted in Kenya Shillings.

It was emphasized that the tenderers shall prepare "ONE ORIGINAL TECHNICAL TENDER DOCUMENT", and One cop of the same.

It was communicated that the opening will be on 30<sup>th</sup> June, 2020 at 12.00 noon in the Boardroom on 3<sup>rd</sup> Floor, Kenya Re-Towers.

The prospective bidders were taken through the tender document page by page. Clarification were given for requests raised on the tender document.

**MINUTE 4-19/6/2020**  
**ISSUES RAISED BY BIDDERS IN WRITING**

<b>Date</b>	<b>Question</b>	<b>Clarification</b>
18/06/2020	What is the closing and submission date of the tender	The Closing and submission date for the Tender is <b>30<sup>th</sup> June, 2020 at 1200 noon</b>

**MINUTE 5-19/6/2020**  
**ISSUES RAISED BIDDERS DURING THE MEETING**

The following clarifications sought and feedback provided.

<b>Item</b>	<b>Description</b>	<b>Clarification Sought</b>	<b>Clarification</b>
Appendix to Instructions to Tenderers <b>(Paragraph 2.12.2 &amp; 2.22 vi) Page 15&amp; 16</b>	Tender Security	What is the amount of the Tender Security  Is each member in a joint venture or association supposed to complete the form	There is no requirement for Tender security for this tender. Bidders should fill the Tender Securing Form provided in <b>Section VII</b>  In case of a joint venture or association, each member Must complete the form
Appendix to Instructions to Tenderers <b>(Paragraph 2.22 Preliminary Responsive checks (v) Page 16</b>	Joint Venture or Association	Can a firm registered under Access to Government Procurement Opportunities (AGPO) enter into a joint venture or association with a firm that is not registered under AGPO	All firms in the joint venture or association must be registered under Access to Government Procurement Opportunities
Appendix to Instructions to Tenderers <b>(Paragraph 2.22 Preliminary Responsive checks v) Page 16</b>	Certificate of Registration for Access to Government Procurement Opportunities from the National Treasury	Is each member in a joint venture or association supposed to submit the information	In case of a joint venture or association each member must submit the information
Appendix to Instructions to Tenderers <b>(Paragraph 2.22 Preliminary Responsive checks x) Page 16</b>	Bidders to complete declaration form for bankruptcy or insolvency and debarment as attached in SECTION VII	Is each member in a joint venture or association supposed to complete the form	In case of a joint venture or association each member must complete the form
Section V – Schedule of Requirements <b>(Page 27 number 4)</b>		Is membership to APreCom, MSK Mandatory	Membership to professional bodies for the firm is not

			mandatory but is an added advantage
Detailed Evaluation <b>(Criterion 2 Page 18)</b>	Reports	Is there a format for preparation of reports	The format will be discussed with the successful bidder
Section V – Schedule of Requirements <b>(Page 27 number 1)</b>	References	Some firms may not be able to get references for services they provided 5 years ago. Must the references be 5 years old	The requirement is 'bidders to provide a list of 5 references that they have provided similar services in the <b>last five years</b>

<b>Item</b>	<b>Description</b>	<b>Clarification Sought</b>	<b>Clarification</b>
Section VI– Description of Services  <b>(Table 3.3.4 Page 41)</b>	Editing & Printing of Publications	Could you please give an estimated number of pages and quantities for the publications	Table 3.3.4 is amended as herebelow

**Table 3.3.4 (Editing and Printing of Publications)**

<b>No.</b>	<b>Description</b>	<b>Specifications</b>	<b>Quantity</b>	<b>Rate per copy inclusive of Taxes</b>
(i)	Annual Report	Size: B5 Colour: Full Colour Paper: Matt Grammage: Cover 250gsm; Inside 130gsm Approximate No. of Pages: 100 Finishing: Perfect Binding	500 No.	
(ii)	Reports	Size:A4 Colour: Full Colour Paper: Matt Grammage: Cover 250gsm Inside 115gsm Finish:Perfect binding Approximate No.of pages: 100	1,000 No.	
(iii)	Brochures	Size: B6 Colour: Full Colour Paper: Matt Grammage: 250gsm Finishing: Folded Approximate No. of Pages: 8	1,000 No.	

(iv)	Photobook	Compilation of photos Size: 8"x8" CTB Hard cover Inside: Printed on 300gsm Matt Colour: Alternate Full colour/ grayscale Approximate No. of Pages: 50	1 No.	
<b>Sub-Total 6</b>				

Item	Description	Clarification Sought	Clarification
Section VI– Description of Services <b>(Table 3.3.9 viii Page 50)</b>	Events Management <b>(Supply and installation of tents)</b>	What is the capacity of Dome Tent	1,000 Seater
<b>(Table 3.3.9 ix Page 50)</b>		What is the capacity of the A Frame Tent	1000 Seater
Table 3.3.10 Page 51	20 <sup>th</sup> Anniversary Celebration	What is the scope of service	<p>The quote is for the following activities as detailed out in the Scope of Services.</p> <ul style="list-style-type: none"> <li>(i) Develop a concept for the 20year Anniversary Celebration</li> <li>(ii) Develop an implementation plan for the activities</li> <li>(iii) Facilitate the implementation of the plan</li> <li>(iv) Design a tool to evaluate the success of the project</li> </ul> <p><b>NB: The Concept will be delivered after the Award of Tender. The quoted price will be for its development</b></p>

**MINUTE 6-19/6/2020**  
**AOB**

There was no AOB.

**MINUTE 7-19/6/2020**

## **CLOSING PRAYERS**

The meeting ended at 12:20 pm with a closing prayer led by Ms. Rosemary Wangui.