

**MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVES
STATE DEPARTMENT FOR FISHERIES, AQUACULTURE AND THE BLUE ECONOMY
AQUACULTURE BUSINESS DEVELOPMENT PROGRAMME**

**MINUTES OF PRE-APPLICATION MEETING FOR PREQUALIFICATION OF
SUPPLIERS FOR SUPPLY & DELIVERY OF DAM MATERIALS,
MOALF/SDFA&BE/ABDP/PQ-001/2021-2022/04-01 & 04-02, HELD VIRTUALLY ON
MICROSOFT TEAMS ON 08TH NOVEMBER 2021 AT 10.00AM.**

1. Samuel Muthui – Procurement Specialist, ABDP
2. Veronicah Chege – Procurement Officer, ABDP- Secretary
3. Prospective bidders who had registered

AGENDA

1. Opening remarks.
2. Briefing on the particulars of the prequalification document, specifically:
 - a) Method of application
 - b) Documents comprising the application
 - c) Opening of bids upon submission
3. Clarifications as may be required by the prospective Bidders

MIN. No.01/ABDP/PQ-001/2021-2022/04- OPENING REMARKS

The Chair called the meeting to order at 10.00AM. The members were informed that the meeting was to guide the interested bidders on the method of application, documents comprising the applications and opening of the bid documents. The Chair also clarified that the pre-application meeting was for prospective bidders for dam materials under Prequalification reference numbers : MOALF/SDFA&BE/ABDP/PQ-001/2021-2022/04-01 and MOALF/SDFA&BE/ABDP/PQ-001/2021-2022/04-02.

MIN. No.02/ABDP/ PQ-001/2021-2022/04- METHOD OF APPLICATION

The chair stated that the interested bidders should submit sealed bids to Aquaculture Business Development Programme (ABDP) offices in Nyeri by 11th November 2021 at 11.00 AM and that no bids would be accepted after the deadline. He noted that there are two lots and one should clearly indicate the lot being applied for to avoid any errors. He also clarified that no provision of prices would be required in the prequalification and that restricted tendering would be used after the qualified suppliers are shortlisted.

MIN. No.03/ABDP/ PQ-001/2021-2022/04- DOCUMENTS COMPRISING THE APPLICATION

The chair emphasized that the prospective bidders should pay key attention to the documents comprising the application to avoid disqualification. He noted that the applications shall comprise of the following documents listed in the prequalification document and highlighted them:

- a) Application Submission Letter, in accordance with ITA 13.1. to be submitted with no alterations.
- b) Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
- c) Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
- d) Any other document required as specified in the PDS.
- e) Technical specification and Brochures
- f) Manufacturer authorization letter

He also took the prospective bidders through section three of the application procedures to see the minimum requirements and qualification Criteria.

MIN. No.04/ABDP/ PQ-001/2021-2022/04-OPENING OF BIDS

The chair noted that the bids would be opened on 11th November 2021 after the 11.00AM deadline, at the Aquaculture Business Development Programme (ABDP) offices in Nyeri as indicated in the bid document and reminded the prospective bidders that any bid received after that would not be accepted. He then clarified that this is a pre-qualification exercise which will result to a shortlist and any bidder who meets the prequalification requirements will be prequalified.

MIN. No.05/ABDP/ PQ-001/2021-2022/04-QUESTIONS FROM THE BIDDERS/ CLARIFICATIONS


The chair gave an opportunity to anyone who had a question or wanted clarification. One of the prospective bidders sought for clarification on whether a recommendation letter could substitute a completion certificate. The chair clarified that, for a letter of recommendation to be considered, it should be detailed and clearly stating on the quality of work which was done as well as other details that would otherwise be in a certificate of completion. He however insisted that a certificate of completion would be preferable.

MIN. No.06/ABDP/ PQ-001/2021-2022/04- CLOSING REMARKS

The chair advised the interested bidders to account for any inconveniences, to make sure they submit the bids on time as no late bids will be accepted. He also insisted that the prospective bidders should familiarize themselves with the instructions in the prequalification document as it was detailed enough to successfully guide them in the process.

The chair provided that any prequalification documents obtained from other sources other than through the programme's official channels is null and void. He also provided that the minutes of this meeting would be shared on the programme's official websites from which the prequalification document was obtained.

There being no further business, the meeting was adjourned at 11.00AM.

Signed for Circulation: 

Secretary: Veronicah Chege, ABDP NYERI.

Date : 09/11/2021

