



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

**MINUTES OF PRE-BID MEETING FOR SUPPLY OF FINGERLINGS HELD
VIRTUALLY ON 15TH MARCH 2022 AT 10.00AM.**

IN ATTENDANCE;

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

Firms Represented During the Meeting;

1. Elgon Fish Farm Transzoia
2. Victory Farm Farms Homabay
3. Lakeview Fisheries Limited
4. Great Lake Feeds Siaya
5. Labeled Cash Marine Enterprise Limited
6. Kamuthanga Farm
7. Johanna Systems Homabay
8. Lishan Fish Farm Nandi
9. Crowada Enterprises Bungoma
10. Wester Aqua Siaya
11. Sarufi Farm Busia
12. Lotus Fish Farm
13. Jewlet Enterprises
14. Vision Hatchery
15. Pacho Fish Farm
16. Kutus Aquaculture Farm
17. Jafi Fish Farm

MIN. No.01/ABDP/NCB-2021-2022/08-01- OPENING REMARKS

The Procurement Specialist 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 evaluation criteria of the bid documents. He also emphasized that the programme is going to be very keen on the quality of fingerlings provided and will only consider firms with good quality control systems in place.

MIN. No.02/ABDP/ NCB-2021-2022/08-01- METHOD OF APPLICATION

The chair stated that the interested bidders should bring sealed bids to Aquaculture Business Development Programme offices by 22/March/2022 at 11.00 AM and that no other bids would be accepted after that. He then informed the bidders that there are two categories for this tender, one category belonging to the Hatcheries which have been in existence for a period of more than two years and the other category for bidders with an existence of below two years. He also noted that there are Fifteen lots divided according to counties and one should clearly indicate the lot he or she is applying for to avoid any errors. He also clarified that the maximum amount to be awarded for category two was 5 million Kes.

MIN. No.03/ABDP/ NCB-2021-2022/08-01- DOCUMENTS COMPRISING THE APPLICATION

The chair emphasized that the bidders should pay key attention to the documents comprising the application to avoid disqualification. He noted that the applications shall comprise the following mandatory documentary evidence based on the category being applied for;

- a) The first certification certificate showing at least 2 years since when a firm was registered.
- b) Demonstration of a minimum annual sales of fingerlings worth Kes 75 million. This should be shown through total value in the LPOs or contracts. However, bidders in category two were only asked to demonstrate availability of adequate funds to finance the logistics for supply in form of letter of credit for Kes 200,000 or bank statements.
- c) Evidence of having executed at least two contracts for supply of fingerlings shown by attaching LPOs or contracts. This was however not applicable to category 2.

He also took the bidders through the other mandatory requirements which were read as follows;

- i. Valid KRA Tax clearance;
- ii. Business registration certificates;
- iii. Valid and current Hatchery certification certificate
- iv. Bid Securing Declaration
- v. Bid Form with the Category applied for clearly indicated
- vi. Price schedules filled in the format given in this document

MIN. No.04/ABDP/ NCB-2021-2022/08-01-QUESTIONS FROM THE BIDDERS

The chair opened the floor to anyone who had a question or wanted to seek clarification. One prospective bidder requested to know if it was possible to bid while partnering with another firm to enable them quote for other lots in the tender and the chair clarified that any firm would be able to quote for any lot even outside their county thereby enabling any firm to bid independently. Another prospective bidder requested to know whether it was possible to revise the 75 million Kes demonstration for category 1 bidders and the chair clarified that it was not possible since that was what had been approved by IFAD in the bid document. The chair also informed the bidders that a tender securing declaration form would be provided as an annex to the bid document which would be downloaded at the program's website.

MIN. No.05/ABDP/ NCB-2021-2022/08-01-CLOSING REMARKS

The chair advised the prospective bidders to make sure they submit their bids on time as no late bids would be accepted. He also informed them that post qualification would be conducted to confirm authenticity of the documents submitted and a committee would be formed to go and authenticate the hatcheries.

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

Signed for Circulation.....

Secretary: Veronicah Chege, ABDP Nyeri.

Date: 15/03/2022

