



KENYA BIOVAX INSTITUTE LIMITED

ACTIVITY	PRE- BID CONFERENCE TO HELD ON 23RD JANUARY 2024 FROM 10.00AM TO 12.30PM AT BIOVAX OFFICES, EMBAKASI
TENDER TITLE	DESIGN, BUILD, ASSEMBLE, INSTALL, COMMISSION, TRAINING AND MAINTENANCE OF ENABLING WORKS OF A GMP-CERTIFIED, 'FILL – AND – FINISH', TURN-KEY STERILE BIOMANUFACTURING FACILITY
TENDER NO.	KBI/IFT/OIT/001/2023-2024
DATE	23RD JANUARY 2024
TIME	10.00am-12.30pm
VENUE	KENYA BIOVAX INSTITUTE LIMITED BOARDROOM, EMBAKASI

Members Present

1. Mr. Robert Gatata – KBI, Chairperson
2. Mr. Lucas Nyangweso - KBI
3. Ms. Mary Nyambura - KBI
4. Mr. Ian Oduor – KBI
5. Adv. Clare Lai - KBI
6. Arch. Kelvin Salasya – SDPW
7. Eng. ALI Chitsoma – SDPW
8. Eng. Wilson Mugendi – SDPW
9. 30 No. Tenderer Representatives

In attendance

1. Dr. Michael Lusiola – CEO KBI

Agenda:

1. Opening Prayer and Introductions
2. Opening Remarks
3. Pre-Bid Presentation
4. Plenary Session with Tenderer representatives
5. Site survey & Site Certificate Issuance
6. Closing Remarks

The meeting commenced at 10:30 AM at the Kenya BioVax Institute. The chairman extended a warm welcome to all representatives and requested Mr. Ian Oduor to open with a short prayer.

He further requested all persons present to introduce themselves and thanked them all for attendance.

Min No.	Item	Action by
<p>Min 01/23/Jan/24</p>	<p>Opening Remarks Following the introductory remarks, the chairman highlighted to following about Kenya BioVax Institute (KBI);</p> <ul style="list-style-type: none"> • KBI was committed to its Vision, Mission, core values and Mandate. This commitment gained momentum due to the urgency catalyzed by the COVID-19 pandemic, prompting the government to accelerate efforts to self-sufficiency on vaccines and other biopharmaceutical products. • That the manufacturing process would be implemented in phases starting with preliminary Enabling works as was the case for the current tender. • Finally, that KBI was as a pivotal entity in vaccine manufacturing for the country and emphasized the importance of acquiring quality works and equipment to enhance and facilitate the manufacturing process. <p>CEO's Opening Remarks The CEO commenced his opening remarks by expressing gratitude to all in attendance for dedicating their time to participate in the meeting. He acknowledged the collective effort in making the session possible.</p> <p>He further highlighted on the following;</p> <ul style="list-style-type: none"> • In the backdrop of the COVID-19 pandemic, he underscored its negative impact on health security and emphasized the strategic initiatives undertaken by the Kenyan Government. • He reaffirmed the Institute's dedication to supporting Universal Health Coverage and Local Manufacturing agenda. • In the broader context of the KBI's mandate there were three key areas; <p>Pandemic Preparedness: Acknowledging the critical need for preparedness in the face of global health challenges, with a specific focus on combating pandemics like COVID-19.</p>	<p>Info</p>

	<p>Commodity Security: Stressing the importance of ensuring a secure and sustainable supply of essential goods, especially for the well-being of children and the entire population.</p> <p>Fill and Finish of Human Vaccines at Kenya Biovax Institute: Outlining the government's commitment to establishing capabilities for the local production of human vaccines, with a specific emphasis on the fill and finish processes which would be the first phase.</p> <ul style="list-style-type: none"> That the primary objective of the meeting was to foster alignment and ensuring a shared understanding of the project's requirements and a platform for tenderers to seek any necessary clarifications. 																	
<p>Min 02/23/Jan/24</p>	<p>Pre-Bid Presentation Mr. Lucas Nyangweso the Supply Chain Manager guided the tenderers representatives through the various components of the tender document as follows;</p> <ul style="list-style-type: none"> Addendum No.1 dated 23rd January 2024 as posted in the KBI website and advertised in the My Gov platform. This offered a clarification on the advertisement in the Daily Nation on 17th January 2024 as follows; <table border="1" data-bbox="363 987 1402 2036"> <thead> <tr> <th data-bbox="363 987 560 1084">CLAUSE/ITEM REFERENCE</th> <th data-bbox="560 987 844 1084">ORIGINAL VERSION</th> <th data-bbox="844 987 1134 1084">ADDENDUM</th> <th data-bbox="1134 987 1402 1084">AFFECTED REFERENCE / PAGE NO.</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 1084 560 1447">Tender Name and Description</td> <td data-bbox="560 1084 844 1447">Design, Build, Assemble, Commission, Training And Maintenance Of Enabling Works Of A Gmp-Certified, 'Fill – And – Finish', Turn-Key Sterile Biomanufacturing Facility</td> <td data-bbox="844 1084 1134 1447">Design, Build, Assemble, Install, Commission, Training And Maintenance Of Enabling Works Of A Gmp-Certified, 'Fill – And – Finish', Turn-Key Sterile Biomanufacturing Facility</td> <td data-bbox="1134 1084 1402 1447">1. Newspaper advert on the Daily Nation of 17th January 2024 2. Cover page of Bid document</td> </tr> <tr> <td data-bbox="363 1447 560 1740">Closing Date and Time</td> <td data-bbox="560 1447 844 1740">6th February 2024</td> <td data-bbox="844 1447 1134 1740">16th February 2024</td> <td data-bbox="1134 1447 1402 1740">1. Newspaper advert on the Daily Nation of 17th January 2024 2. Bid Document pages; ix, 19, 20, 21, 28 (item no.13)</td> </tr> <tr> <td data-bbox="363 1740 560 2036">Pre-Bid Conference</td> <td data-bbox="560 1740 844 2036">NB: PRE-BID CONFERENCE SHALL BE HELD ON 23RD JANUARY 2024 AND SITE VISIT CERTIFICATE ISSUED</td> <td data-bbox="844 1740 1134 2036">NB: PRE-BID CONFERENCE SHALL BE HELD ON 23RD JANUARY 2024 (FROM 10.00AM UP TO 12.30PM EAST AFRICAN TIME) AND ON 30TH</td> <td data-bbox="1134 1740 1402 2036">1. Newspaper advert on the Daily Nation of 17th January 2024 2. Bid Document pages; 19 (ITT 8.1)</td> </tr> </tbody> </table>	CLAUSE/ITEM REFERENCE	ORIGINAL VERSION	ADDENDUM	AFFECTED REFERENCE / PAGE NO.	Tender Name and Description	Design, Build, Assemble, Commission, Training And Maintenance Of Enabling Works Of A Gmp-Certified, 'Fill – And – Finish', Turn-Key Sterile Biomanufacturing Facility	Design, Build, Assemble, Install , Commission, Training And Maintenance Of Enabling Works Of A Gmp-Certified, 'Fill – And – Finish', Turn-Key Sterile Biomanufacturing Facility	1. Newspaper advert on the Daily Nation of 17 th January 2024 2. Cover page of Bid document	Closing Date and Time	6 th February 2024	16th February 2024	1. Newspaper advert on the Daily Nation of 17 th January 2024 2. Bid Document pages; ix, 19, 20, 21, 28 (item no.13)	Pre-Bid Conference	NB: PRE-BID CONFERENCE SHALL BE HELD ON 23 RD JANUARY 2024 AND SITE VISIT CERTIFICATE ISSUED	NB: PRE-BID CONFERENCE SHALL BE HELD ON 23 RD JANUARY 2024 (FROM 10.00AM UP TO 12.30PM EAST AFRICAN TIME) AND ON 30TH	1. Newspaper advert on the Daily Nation of 17 th January 2024 2. Bid Document pages; 19 (ITT 8.1)	<p>Info</p> <p>KBI Supply Chain Manager</p>
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		JANUARY 2024 FROM 10.00AM UP TO 12.30PM EAST AFRICAN TIME AT BIOVAX PREMISES – EMBAKASI AND A SITE VISIT CERTIFICATE ISSUED.	
Email Address	procurement@biovax.go.ke	procurement@biovax.go.ke / info@biovax.go.ke	1. Bid Document pages; x, 19, 22
Cell Phone Number	Not Available	+254 775 751 639	1. Bid Document pages; x, 19, 20
Treated water storage tanks with adequate capacity	Specification Missing	Details Highlighted in Part No. 4.0 of addendum (see below)	1. Bid Document Clause 2.4.1 part J (page; 76)

4.0 Additional information has also been provided on treated water storage tanks as follows: -

Pursuant to PART II – PROCURING ENTITY'S INFRASTRUCTURAL FACILITY REQUIREMENTS clause 2.4.1, part j of the tender document, the procuring Entity hereby issues the following clarifications: -

Treated water storage tanks details are as follows:

A) SECTION 1-MATERIAL SPECIFICATIONS.

- Hot rolled sections to BS 4360 Grade 43A or equivalent.
- Cold formed sections to BS 5950 Part 5: 1997 or equivalent.
- Bolt and nuts to BS 3692 and BS 4190 or equivalent.
- Welding specifications to BS 5135 or equivalent.
- Welding electrodes to BS 635 or equivalent.
- Wind load to CP3 chapter V part 2.

B) SECTION 2 – TANK DETAILS

Pressed steel tanks out of embossed mild steel plates complete with roof cover, internal bracings, internal and external ladder, water level indicator, vent, cleats, stays, manhole with lockable cover, glastichord jointing compound, galvanized nuts, bolts, and washers.

NB:

Plate thickness for the tank is 4.5mm
Tank Capacity is 4m×4m×3m (48 m3).

10 Meters Structural steel work for the tower to support 48m3 tank (when full of water) comprising of tower SHS columns, angle bracings, platform beams, access cat ladder and fixtures necessary for erection. The tower is painted with one coat of grey oxide primer and one coat of silver aluminum paint.

C) SECTION 3 – FOUNDATION DETAILS

Foundation for the 10m tower [1:2:4] concrete and reinforcement, depth of bases not less than 1,000 mm

The other terms and conditions remain the same as per the bid document

- **ITT 1.1 Tender Lots:** The tender was categorized into five lots, each with distinct requirements. These lots included the design, supply,

and installation of various systems, such as Vaccine Bio-Waste Kill System, Effluent Treatment Plant, Borehole Drilling and Equipping, Water Treatment Plant, and Associated Civil & Builders Works

- **ITT 7.0 Pre-bid visit Exercise:** He clarified that a certificate of pre-bid visit would be issued, and attendance at the subsequent meeting on **January 30, 2024**, would not be mandatory for those who attended the current meeting. However, he welcomed any interested parties to participate. Representatives were reminded to sign against and collect the certificate of attendance, which would be a mandatory requirement during the submission of bid documents.
- **ITT 8.2** Any questions in writing, shall reach the Procuring Entity not later than **5 working days** before the Tender Opening Date.
- **ITT 15: Alternative Tenders and Documents Comprising the Technical Proposal:** The Supply Chain Manager clarified that unless otherwise specified, alternative tenders would not be accepted. He emphasized the need for a comprehensive technical proposal, including detailed information on work methods, equipment, personnel, schedule, and any other stipulated requirements.
- **ITT 17: Conversion to Single Currency:** Additionally, he explained the conversion of tender currencies into a single currency, i.e. Kenya Shillings, for evaluation and comparison purposes.
- **ITT 20.1: Tender Validity:** The Supply Chain Manager explained the tender's validity period was as stated of 112 days.
- **ITT 21.1 Tender Security:** the requirement for the Tender Security was Ksh 5,000,000.00,
- **ITT 23.1 & 23.2 Sealing and Marking of tenders:** Tenderers were to submit the Proposals (technical and Financial) in a single sealed envelope and for each lot in the same sealed envelope and include an original and copy of the tender proposal.
- **ITT 24 Late tenders** were stated as not being acceptable after the opening tender opening date and time.
- **ITT 38.3: Evaluation of Tenders:** The manager supply chain emphasized that the evaluation process shall be detailed, covering technical proposal examination based on eligibility and mandatory criteria. The criteria would encompass the submission of required documents, valid tax compliance certificates, the

absence of conflicts of interest, and adherence to other material requirements as outlined in the Invitation to Tender (ITT) document.

- **ITT 45 Award of Contract:** The Supply Chain Manager clarified that the contract would be awarded to the lowest evaluated tender.
- **ITT 47.1 Standstill Period** He explained the standstill period of 14 days was to allow dissatisfied tenderers to launch a complaint.
- **ITT 48.1 Debriefing by the Procuring Entity and Signing of Contract:** The procedure for debriefing unsuccessful tenderers, the signing of the contract, and the timeline for these processes were outlined. Unsuccessful tenderers could request a debriefing on specific issues or concerns, and the signing of the contract was subject to statutory requirements.
- **ITT 51.1 Performance Security:** Details regarding the submission of performance security within 21 days of the receipt of the Letter of Acceptance were provided. The successful tenderer would be required to furnish the performance security and other necessary documents as specified in the Tender Data Sheet (TDS).
- **Section III - Evaluation and Qualification Criteria, Section 5 on Multiple Contracts.** The Tenderers were informed that the Procuring Entity shall select option 2 for evaluation and award of contract as it states below;

Option 2 Explanation: The Procuring Entity would explore all possible combinations of won Lots (contracts) and determined the combinations with the lowest evaluated price. Tenders would then be awarded to the Tenderer or Tenderers in these combinations, provided that the tenderer meets the aggregate Eligibility and Qualification Criteria for all the won Lots. This option would allow for flexibility in awarding contracts based on various combinations to optimize cost-effectiveness and efficiency

Procuring Entity's Requirements - Presentation on Lots

The chairperson delivered a detailed presentation covering the various Lots and offering clarity on several areas as follows;

- Lot 1: supply & installation of vaccine bio-waste kill system: The system to meet containment requirements of BSL1, 2 & 3 and other WHO requirements. Bidders shall be required to issue technical specifications and data while returning the bids.
- Lot 2: supply & Installation of Effluent Treatment Plant(ETP) it was underscored the significance of operation & maintenance during

	<p>trial run /defect liability period for 90 days and operation & maintenance for twelve (12) months. Other details remain</p> <ul style="list-style-type: none"> • Lot 3: Borehole drilling & equipping: The works included in the contract consisted of two stages; Stage 1- Hydrological Study and Survey to confirm opportunity of borehole and formal submission to governing agencies. Stage 2 (Borehole drilling) shall take place if items in stage 1 are successful. • Lot 4: Supply & installation of water treatment plant: clause 2.4.1, part j of the tender document, the procuring Entity clarified again as indicated in the Addendum No1. • Lot 5: Design and build of associated builders and civil works: Bidders were encouraged to interact with the tender document and submit design concepts of the site layout and related infrastructure. <p>All design proposals to be green conscious and environmental friendly and meet all regulatory requirements and WHO standards where indicated.</p>											
<p>Min 03/23/Jan/24</p>	<p>Plenary Session The Plenary session received questions and comments from the tenderers and the KBI team responded, as follows;</p> <table border="1" data-bbox="363 1093 1401 1998"> <thead> <tr> <th data-bbox="363 1093 882 1133">Question / Clarification</th> <th data-bbox="882 1093 1401 1133">Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 1133 882 1317">Whether it is mandatory to submit quotes for all Lots or if there is an option to quote for only one or a specified number of Lots.</td> <td data-bbox="882 1133 1401 1317">Only tenderers that have bid for all the lots will be considered [refer to mandatory requirements on the revised bid document]</td> </tr> <tr> <td data-bbox="363 1317 882 1570">Does Phase 1a include vaccine production</td> <td data-bbox="882 1317 1401 1570">Phase 1a does not include vaccine production but rather its focus is on preliminary enabling works for fill and finish plant. Bidders to refer to Lot 6 on the clear scope definition for the fill and finish line</td> </tr> <tr> <td data-bbox="363 1570 882 1854">On the water tank do we allow for galvanized steel mild tank or stainless steel</td> <td data-bbox="882 1570 1401 1854">The P.E undertook to respond to this question on consultation with technical team and SDPW. Bidders to refer to revised tender document for the specifications of the water tank</td> </tr> <tr> <td data-bbox="363 1854 882 1998">Where is the site for the Project</td> <td data-bbox="882 1854 1401 1998">The site of the project was at KBI Embakasi premises, off Road to Utawala Academy where the pre-bid conference took place</td> </tr> </tbody> </table>	Question / Clarification	Response	Whether it is mandatory to submit quotes for all Lots or if there is an option to quote for only one or a specified number of Lots.	Only tenderers that have bid for all the lots will be considered [refer to mandatory requirements on the revised bid document]	Does Phase 1a include vaccine production	Phase 1a does not include vaccine production but rather its focus is on preliminary enabling works for fill and finish plant. Bidders to refer to Lot 6 on the clear scope definition for the fill and finish line	On the water tank do we allow for galvanized steel mild tank or stainless steel	The P.E undertook to respond to this question on consultation with technical team and SDPW. Bidders to refer to revised tender document for the specifications of the water tank	Where is the site for the Project	The site of the project was at KBI Embakasi premises, off Road to Utawala Academy where the pre-bid conference took place	<p>Info KBI Technical team</p>
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	Does one need to have a site visit certificate for both Pre-bid conferences	A tenderer is free to attend any or both of the pre-bid conference and present any of the site visit certification during submission of the bids as a mandatory requirement.	
	On the GMP expert and the team leader/project manager can we get a more clear role definition of these two experts and all the experts in general	The P.E undertook to respond to this question on consultation with technical team and SDPW. Bidders to refer to revised tender documents for the role definitions.	
	Technical department to provide a design brief and clarify on the design	KBI approach was a design agnostic meaning it did not have exclusive ties to a particular product vendor and was focused on identifying best fitting designs following GMP standards	
	Provide a clear concept of fill and finish to aid representatives in designing suitable infrastructure	The P.E undertook to respond to this question on consultation with technical team and SDPW Tenderers to acquaint themselves with section VII on background and scope of work and develop bespoke designs as guided by GMP standards. Lot 6 has been introduced to further clarify on the scope of the Fill and Finish	
	Provide a site plan	KBI shall upload a site plan in its website and notify the tenderers through their respective emails.	
Min 04/23/Jan/24	Closing Remarks the CEO expressed gratitude to all representatives for their active participation. He then invited tenderers for a site visit to understand the site better		Info
Min 05/23/Jan/24	Site Visit After the plenary session and closing remarks by the CEO, the chairperson invited the tenderers to go round the facility and view both inside and outside areas. Site Certificate: Tenderers signed and received their sit visit certificates as required.		Info
Closing	The session concluded at 12:30 pm after a tour of the Kenya BioVax Institute facility.		

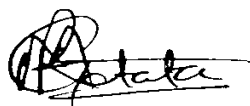
Authored By:



Mr. Lucas Nyangweso

Head of Procurement / Manager, Supply Chain.

Reviewed By



Mr. Robert Gatata

Head of Facility of Readiness.

Approved By:



Dr Michael Lusiola

Managing Director / CEO.