



KENYA BIOVAX INSTITUTE LIMITED

ACTIVITY	PRE- BID CONFERENCE TO BE HELD ON 30TH 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	30TH 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. Mr. Ian Oduor – KBI
4. Arch. Kelvin Salasya – SDPW
5. Eng. Ali Chitsoma – SDPW
6. Eng. Wilson Mugendi – SDPW
7. 13 No. Tenderer Representatives

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								
Min 01/30/Jan/24	<p>Opening Remarks</p> <p>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>The Chairman gave an apology on behalf of the CEO for his absence in the meeting though he wanted to be present but held in another unavoidable engagement.</p> <p>He expressed his 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>	Info								
Min 02/30/Jan/24	<p>Pre-Bid Presentation</p> <p>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 1570 1401 2033"> <thead> <tr> <th data-bbox="363 1570 563 1671">CLAUSE/ITEM REFERENCE</th> <th data-bbox="563 1570 847 1671">ORIGINAL VERSION</th> <th data-bbox="847 1570 1134 1671">ADDENDUM</th> <th data-bbox="1134 1570 1401 1671">AFFECTED REFERENCE / PAGE NO.</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 1671 563 2033">Tender Name and Description</td> <td data-bbox="563 1671 847 2033">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="847 1671 1134 2033">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 1671 1401 2033">1. Newspaper advert on the Daily Nation of 17th January 2024 2. Cover page of Bid document</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	Info KBI Supply Chain Manager
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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 JANUARY 2024 FROM 10.00AM UP TO 12.30PM EAST AFRICAN TIME AT BIOVAX PREMISES – EMBAKASI AND A SITE VISIT CERTIFICATE ISSUED.	1. Newspaper advert on the Daily Nation of 17 th January 2024 2. Bid Document pages; 19 (ITT 8.1)
Email Address	procurement@biovax.go.ke	<u>procurement@biovax.go.ke</u> / <u>info@biovax.go.ke</u>	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)
<p>4.0 Additional information has also been provided on treated water storage tanks as follows: -</p> <p>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: -</p> <p>Treated water storage tanks details are as follows:</p> <p>A) SECTION 1-MATERIAL SPECIFICATIONS.</p> <ul style="list-style-type: none"> • 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. <p>B) SECTION 2 – TANK DETAILS</p> <p>Pressed steel tanks out of embossed mild steel plates complete with roof cover, internal bracings, internal and external ladder, water level indicator, vent, cleats,</p>			

stays, manhole with lockable cover, galstichord 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 of the previous meeting on **January 23rd, 2024**, was not mandatory for those who did not attend. Tenderers were however reminded to 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).

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 trial run /defect liability period for 90 days and operation & maintenance for twelve (12) months. Other details remain

	<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. • That Phase 1a does not include vaccine production but rather the focus is on preliminary enabling works for a fill and finish plant <p>All design proposals to be green conscious and environmental friendly and meet all regulatory requirements and WHO standards where indicated.</p>											
<p>Min 03/30/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 2036"> <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 1350">Does one need to have a site visit certificate for both Pre-bid conferences</td> <td data-bbox="882 1133 1401 1350">While a tenderer is free to attend any or both of the pre-bid conferences they can present any of the site visit certification during submission of the bids as a mandatory requirement.</td> </tr> <tr> <td data-bbox="363 1350 882 1603">Clarity on borehole water capacity of 10m³/Day against a 40,000L/Day RO system capacity</td> <td data-bbox="882 1350 1401 1603">Tenderers to follow the specifications issued in the relevant Lots. Bidders to refer to revised tender document on the borehole specifications</td> </tr> <tr> <td data-bbox="363 1603 882 1749">Do we submit the form of tender as part of the technical proposal of financial proposal?</td> <td data-bbox="882 1603 1401 1749">Form of tender to submitted as part of financial proposal. Refer to revised tender document</td> </tr> <tr> <td data-bbox="363 1749 882 2036">What is the expected output/qualifications for the key experts, and will they be evaluated under mandatory requirements or under the general evaluation criteria.</td> <td data-bbox="882 1749 1401 2036">The P.E undertook to respond to this question on consultation with technical team and SDPW. Refer to revised tender documents on the expected output/qualifications of key</td> </tr> </tbody> </table>	Question / Clarification	Response	Does one need to have a site visit certificate for both Pre-bid conferences	While a tenderer is free to attend any or both of the pre-bid conferences they can present any of the site visit certification during submission of the bids as a mandatory requirement.	Clarity on borehole water capacity of 10m ³ /Day against a 40,000L/Day RO system capacity	Tenderers to follow the specifications issued in the relevant Lots. Bidders to refer to revised tender document on the borehole specifications	Do we submit the form of tender as part of the technical proposal of financial proposal?	Form of tender to submitted as part of financial proposal. Refer to revised tender document	What is the expected output/qualifications for the key experts, and will they be evaluated under mandatory requirements or under the general evaluation criteria.	The P.E undertook to respond to this question on consultation with technical team and SDPW. Refer to revised tender documents on the expected output/qualifications of key	<p>Info KBI Technical team</p>
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		experts, key experts to be evaluated under the general evaluation criteria	
	Procuring entity to provide a site plan	KBI shall upload a site plan in its website and notify the tenderers through their respective emails.	
Min 04/30/Jan/24	Closing Remarks The chairperson expressed gratitude to all representatives for their active participation.		Info
Min 05/30/Jan/24	Site Visit After the plenary session and closing remarks the chairperson invited the tenderers to go round the facility and view both inside and outside areas. Site Certificate: Tenderers signed and received their site visit certificates as required.		Info
Closing	The session concluded at 12:20 pm after a tour of the Kenya BioVax Institute facility.		

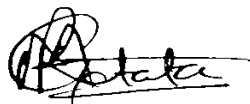
Authored By:



Mr. Lucas Nyangweso

Head of Procurement / Manager, Supply Chain.

Reviewed By:



Mr. Robert Gatata

Head of Facility Readiness.

Approved By:



Dr Michael Lusiola

Managing Director / CEO.