| AfDB Attendees | 1. Martha T. M PHIRI, Country Manager, CORW  
2. Mohamed YARA, Senior Property Management Officer (CHGS.1)  
3. Mobio ABODO, Chief Civil Engineer (CHGS.1)  
4. Adelphe FOUBA, Civil Engineer (Consultant CHGS.1)  
5. Emmanuel NIYIKORA, IT Officer, CORW  
6. Fredrick TUMWINE, Administrative & Finance Assistant, CORW |
|--------------|---------------------------------------------------------------|
| Bidder Attendees | 1. Festus MUTIA, Marketing Shopping Center, M.Peace Plaza  
2. T. Golden OLIVIER, Native Golden Plaza  
3. KABANDA Jean Claude, Management Career Center Building  
4. ISHIMWE Josiane, The Arts Real Estate  
5. Paul RUGAMBA, Century Real Estate  
6. Aristide Yves HORIMBERE, Century Real Estate |
1. Opening of the conference

The African Development Bank – Rwanda Country Manager opened the conference by thanking the Real Estate Agents that accepted the invitation for the conference and introduced the objective of the conference which is to discuss the main components of the Request for Proposal (RFP). After introduction of the participants, the Bank gave a comprehensive run through the RFP and clarifications on its main components.

2. RFP Document Walk-through

The bidders were guided through the following sections of the RFP Document:

- **Instruction to Bidders**
- **RFP Data Sheet**
- **Terms of Reference**
- **Evaluation Criteria**
- **Questionnaires**

**Instruction to Bidders**

The Bank started by enquiring from the Real Estate Agents if they all managed to download and read the RFP posted on the Bank Website. They all confirmed that they have the RFP and that they went through it already. The Bank also informed them that after the pre-bid conference, they could still send request for clarifications through an email address given in the RFP (RDGE_Tender@afdb.org). The Bank must receive all the requests no later than 22nd February 2019 at 5 p.m., Kigali time.
RFP Data Sheet

- **Deadline:** The bidders were advised to pay particular attention to the bid submission deadline on **4 March 2019 at 15:00hrs Kigali Time.** The Bank emphasized that bids delivered after the deadline and particularly the specified time would be rejected and returned to the bidder.

- **Bid submission:** Bidders were guided on how the bids should be prepared and packaged. *It was clarified that bids should be submitted in sealed external envelope* containing two *separate internal envelopes:* one containing the technical bid and labelled "Technical Proposal" and the other containing the financial bid and labelled "Financial Proposal," and the outer envelope must carry the Bank’s Kigali office address information specified in the RFP. The Proposals shall be received in six (6) copies (1 original and 5 copies).

**Terms of Reference and Evaluation Criteria:**

The bidders were advised on the steps to take to ensure that their bid is qualified for evaluation. The Bank stressed on the most important evaluation criteria which are: the surface area and location, security aspects, technical quality, IT needs, and legal requirements and gave in depth clarifications.

The Bank also talked about the forms that need to be filled and signed for the bids to be eligible for evaluation, and requested the prospective bidders to look for the forms in appendix A and C; fill and sign them, and all other forms stated in the RFP.

Bidders were also briefed on the scope of services and what the Bank expects from prospective bidders. Bidders were requested to submit their technical Proposals and agency fees for the services, in accordance with local regulations guiding Real Estate Agent activities in Rwanda. It was clarified that in case an offer is submitted directly by a property owner, the Bank will not pay fees.

Bidders were also taken through the evaluation steps. It was highlighted that technical proposals will be examined first, and those that obtain a minimum of 70% will be eligible for financial evaluation. A combination of evaluation outcomes of technical and financial proposals will be used to rank the bidders. The next evaluation step will be post-qualification (Post-Audit) which will mainly be carried out by the Bank’s legal Officers through a due diligence to ensure compliance of legal documents.
Questions and Answers

The Bank team responded to questions asked by prospective bidders during the pre-bid conference.

1. **Bidder asked if attending the Pre-bid conference is mandatory.**
   The Bank clarified that it is not mandatory to attend the Pre-bid meeting. Prospective bidders that did not attend the Pre-bid conference can submit their offers and still send their request for clarifications through email no later than 22\textsuperscript{nd} February 2019 at 5 p.m., Kigali time. The minutes of the pre-bid conference will be posted on the Bank web site.

2. **Bidders also wanted clarifications on the Bank requirements in terms of parking lots.**
   The Bank responded by saying that it is important that the new premises have enough parking lots for official Bank vehicles and also for staff vehicles. The Bank gave them an indicative figure of 25 parking lots as a requirement in terms of parking space. However, the availability of parking below 25 places is not an eliminatory criteria. Real estate agencies and potential lessor will have to offer the number of parking spaces based on what they have available.

3. **Bidders also enquired if they can know the budget estimate.**
   The Bank team informed the bidders that budget is confidential and cannot be revealed to maintain the competitive nature of the procurement process.

4. **Bidders asked if currency of bid prices could be in USD** given that the bid validity in RFP is 120 days.
   The Bank clarified that the Bid prices can be in USD or Rwandan Francs (to be converted in USD during evaluation).

5. **Bidders wanted to know if the Real Estate Agent would be responsible for the move to the new premises.**
   The Bank clarified that contracted Real Estate Agent will remain with the Bank until the lease agreement with the property owner is signed and assist the Bank during inspection of the selected building. Real Estate Agent will also support the Bank to connect the new premises to the utilities (water and electricity), and termination of the Bank utilities subscription of the old building. The Real Estate Agent will not be responsible for moving the Bank into the new premises.

6. **Bidders raised concerns on the appendices (forms) that need to be filled and asked if they can be shared in word format.**
The Bank clarified that forms cannot be shared in word format to avoid any modification to the forms’ contents. Bidders were told that they have the possibility to print the forms, fill them manually and sign them.

7. Bidders wanted to understand why the Bank requested so much information about the structure, past experience and profile of the bidders while the evaluation is all about the building. The Bank responded by saying that it is because the Bank needs to ensure that prospective bidders are reputable and well established on the market. The Bank wants to work with bidders that have proven market experience and valid legal documents to operate on the market.

• Closing remarks

The Bank gave closing remarks and thanked the prospective bidders that attended the conference and encouraged them to look for suitable building for the Bank and submit attractive offers.

The meeting was closed at 13:00 PM.