AFRICAN DEVELOPMENT BANK
SOUTHERN AFRICA REGIONAL DEVELOPMENT AND
BUSINESS DELIVERY OFFICE (RDGS) IN PRETORIA

Minutes of the Pre-Bid meeting and with Bidders for the Framework of Supply, installation
and maintenance of furniture to RDGS office in Pretoria, Tender No.
ADB/RFP/RDGS/2018/0097 at RDGS premises on 23 July 2018, from 11.15hrs

1. Introduction

The African Development introduced the team, thanked the Bidders for attending the pre-bid
meeting and further elaborated on importance and criticality of pre-bid meetings as well as
site visit. The African Development Bank apologized for late posting of the bid, which was
due to internal processes such as internet technical problems, however, the African
Development Bank indicated that the last date for questions and clarification is 10th August
and the closing date is 31st August which is a bonus to the bidders and they can respond well
as time. The bidders were informed that the questions will be consolidated and response will
be on the website.

2. Presentation

2.1 The Bidders were taken through the bid document via slides presentation, highlighting
the procurement process and the critical areas of the RFP.

2.2 It was further explained that the RFP is a two-envelope bid, whereby one envelope
should contain technical documents and the other envelope should contain the price schedule.
Bidders were advised not to confuse 3 years audited financial reports with pricing schedule
and the audited financial statements are an integral part of technical evaluation (pass/fail)
stage.

2.3 Emphasis were made on average turn over derived from 3 years audited finance, and
bidders were informed that the African Development Bank does not assess the profitability of
the bidders but establishes the performance ratios that ensure that bidders can sustain
business and also minimum experience of three (3) years in operation, three (3) references
etc.

2.4 Bidders were urged to observe the instructions, the evaluation criteria that has three (3)
phases of qualification criteria (pass or fail) criteria of which its checklist is Appendix G, the
technical evaluation and financial evaluation.
2.5 Bidders were advised to observe supplier code of conduct and to give the African Development Bank time to evaluate within the bid validity period and can make a follow up after bid validity period expires.

2.6 Bidders were advised to complete and sign all appendices / forms, to strive for compliance as much as possible and that late bid is late and it is rejected.

3. **Questions and Answers**

3.1 **Question:** How are we supposed to quote furniture without specification? Does the Bank have standard specification to follow?

**Answer:** As indicated on the bid, this is a framework agreement intending to add on the existing furniture and it will only be required as and when the need arises, and as annotated on the bid, the furniture should be nearly to the current furniture hence the reason for making the site visit mandatory.

3.2 **Question:** How the financial statement should be… do we have to submit bank account statement?

**Answer:** No, bank statement is not a part of the bid requirement what is required is the 3 years audited finance in order to comply with the bid, even an audit draft for 2017-2018 if the audited one is not available, will be considered. This to insure that the bidder is financially sound and capable to handle procurement case.

3.3 **Question:** Is the pre-bid meeting mandatory?

**Answer:** Yes, pre-bid meeting is mandatory although it was not annotated on procurement notice, as the procurement notice advertised various procurement cases, however, each bid is unique and more is said on the bid document and bidders must refer to RFP Datasheet.

Having no further matters of discussions and questions, the meeting was adjourned.
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