Site Visit - The potential bidders were taken for a site visit within the Bank building.

- The Pre-Bid meeting was held at the Bank premises after the site visit was carried out. All bidders present were welcomed for the meeting and introduced to the Bank and what it does.
- The bidders were also taken through a presentation on the bidding document and the expectations of the Bank.

The areas covered in the presentation included:

- Components of the Invitation to Bid (ITB):
  (i) Instructions to Bidders
  (ii) Bid data sheet
  (iii) Technical specifications
  (iv) Evaluation criteria
  (v) Questionnaires
  (vi) Eligibility requirements
  (vii) List of member countries
  (viii) ITB checklist

- The Bank highlighted the following to the bidders:
  a) The importance of adhering to bid deadline date and time
  b) Answering to all the requirements on the Pass/Fail section and providing all documents requested
  c) Completing, signing and stamping all the questionnaires/forms as required

The ITB checklist for submission of bid presented was as below:

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appendix 5A</strong> – Statement of Conformity</td>
<td>For completion</td>
</tr>
<tr>
<td><strong>Appendix 5B</strong> – Bidder Information Sheet</td>
<td>For completion</td>
</tr>
<tr>
<td><strong>Appendix 5C</strong> – Party to Joint Venture Information Sheet</td>
<td>For completion</td>
</tr>
<tr>
<td><strong>Appendix 5D</strong> – Qualification (Pass/Fail) Assessment</td>
<td>For completion</td>
</tr>
<tr>
<td>They include:</td>
<td></td>
</tr>
<tr>
<td>√ Company Registration</td>
<td></td>
</tr>
</tbody>
</table>
The questions asked by bidders and responses provided are:
*(Response provided in bold)*

1. There is a mention of granite tiles in the specs, do we know exactly which office room will require this?

   - The designated location for tile laying is indicated at level -1 of the basement and at the roof level, as shown on the plans. However, we wish to make two important changes to this point: 1) Instead of the granite slabs, they will be replaced by 30 x 30 cm full grain ceramic slabs, with straight, with the resistance level of PEI # IV designated for the location storage, and scratch resistance at Mohs scale between 4 to 8, fixed with adhesive on cement and sand screed (1 :3). The choice of materials must be approved by the Control Office before the installation.

2. Bidders want to know the specific profile-detailed specs of the aluminum partitioning in place in order to quote for the same item.

   - Size of the door including the full description
     - Wood door: 2,10 cm x 0, 90 cm, with all accessories identical to the existing one

   - Size of the glass in the aluminum partitions
     - Size of the glass: 8 mm identical to the existing one

   - Height of the aluminum partitions
     - Height: 2,10 m
Profile of the aluminum partitions

- The aluminum partitions are type profile of 90 x 86 mm U-shaped or L-shaped with bead and all the sealing accessories susceptible to fix a glazing 8mm thick on a height of 2, 10m to 2.30 m, here is a model below for guidance ... For this market, the profile must be identical to the existing. As a complement please find an appendix, the details of the doors and windows by level, as well as the heights and different dimensions of the partitions distributed by each corresponding level.

3. For the air conditioning systems, bidders require the capacity of the ACs in place in order to know what capacity they need to quote for

Please find in table form the model, the quantities, the different capacities of the cassettes, as well as their location in the building

Model in place- Carrier ceiling cassettes

<table>
<thead>
<tr>
<th>Floor</th>
<th>Quantity</th>
<th>Room/office</th>
<th>Capacity required</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th floor</td>
<td>2</td>
<td>Room 402 and pause area office</td>
<td>12,000 BTU</td>
</tr>
<tr>
<td>6th floor</td>
<td>1</td>
<td>Store room</td>
<td>12,000 BTU</td>
</tr>
<tr>
<td>8th floor</td>
<td>2</td>
<td>Open space and pause area</td>
<td>12,000 BTU</td>
</tr>
<tr>
<td>12th floor</td>
<td>2</td>
<td>new offices</td>
<td>18,000 BTU</td>
</tr>
<tr>
<td>Mezzanine</td>
<td>1</td>
<td>new office</td>
<td>18,000 BTU</td>
</tr>
<tr>
<td>Total AC</td>
<td>8 pcs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. There is no provision for preliminaries in the BOQs. Is this intentional or it was omitted?

The Preliminaries are not applicable for this offer.

In the ITB, we require experienced architect registered with the professional
body here in Kenya as the project manager. Can a QS pass for the same requirement?

The Bank will not substitute the requirement of an architect with a QS.

For the storage cabin iron sheets, what is the required gauge and what design are the iron sheets? Corrugated?

The sheets of the storage bin are in the steel sheet tray type from the category ALUZINC sheet (0.50 mm) non-corrugated, with a wave trough of about 0.50 mm, with a length of 4 to 6 m painted on one side... The model in image is given as an indication.

For the drawings, the storage on the basement shows that it’s on the upper basement. Looks like this was a mistake and should be corrected to read lower basement.

The correct position is that this should read-Lower basement and not Upper Basement.

5. What is the total number of AC units required? This is not specified in the BOQs. Are the quantities in the BOQ complete and accurate or some other changes need to be done?

The question about the number of AC and their locations was answered a question # 3. The quantities that are mentioned in the BOQ are correct. However, this does not in any way remove the obligations of the contractor vis-à-vis his offer for which it is imperative to proceed to the verification of all quantities before submission. In any case, referring to point # 1.3 relating to the technical specifications relating to the establishment of the offer, it remains applicable.

6. We have taken note of the country of origin and how this affects our offer to the Bank. Suppose we offer the technical support locally but the equipment is from a non-member country. Is this acceptable? Kindly note there is no waiver for the country of origin. Equipment has to originate from a member country of the Bank.

7. Will the Bank arrange to move the furniture of the offices to be partitioned or the contractor will be responsible?

The Bank will take care of the furniture movement considering the sensitivity of some of the offices already occupied by staff.

Kindly note the order of the documents as follows;
1. Volume 1- Bidding document
2. Volume 2- Technical Specifications
3. Volume 3- Drawings
4. Volume 4- BOQs.

There being no other questions, the meeting was adjourned at 01.40 pm EAT