



Minutes of The Virtual Pre-Bid Meeting for Tender No. IEBC/OIT/002/21/2021/2022 for Supply and Delivery of Ballot Papers; Register of Voters; Statutory Election Result Declaration Forms to be used at the Polling Station; Election and Referendum Result Declaration Forms to be used at the Constituency, County and National Tallying Centre on a Three-Year Framework Contract; Held virtually on 21<sup>st</sup> June, 2021 at 10:00 Am.

Members present were as follows:

S/No	Name	Directorate	Position
1.	Harley Mutisya	DSCM	Chairperson
2.	Rasi Masudi	DVREO	Member
3.	Abdidahir Maalim	DVREO	Member
4.	Waqo Shuke	DICT	Member
5.	Shadrack Ruto	DSCM	Secretariat
6.	Mohammed Iman	DSCM	Secretariat
5.	Samson Matilu	DSCM	Secretary
6.	Obadiah Keitany	Ag. DCS/DF	In attendance

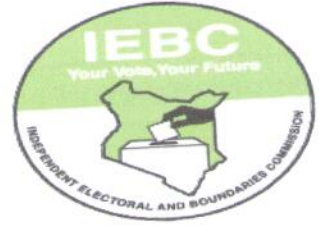
**Agenda**

1. Introduction.
2. Communication from the Chairperson.
3. Open Session for Clarifications.
4. Any Other Business

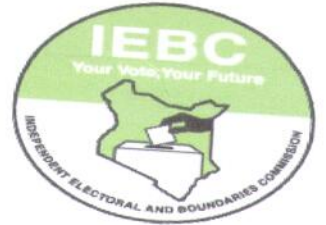
Minute no.	Action
Minute no. 1/21/2021 - Introduction The Chairperson called the meeting in-order at 10:00 am Kenyan time, which was followed by corporate opening prayers led by the Chairperson. The Chairperson introduced both the Technical team from the User Department and the Secretariat. The Ag. Deputy Commission Secretary/DF gave his remarks as he opened the follow of the pre-bid session.	Chairperson



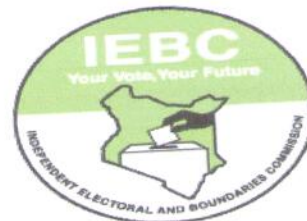
<p><b>Minute no. 2/21/2021 – Communication from the Chairperson</b></p> <p>The Chairperson on his opening statement briefed the bidders on the intention of the Commission to procure a vendor for supply and delivery of ballot papers; register of voters; statutory election result declaration forms to be used at the polling station; election and referendum result declaration forms to be used at the constituency, county and national tallying center - a three-year framework contract as per tender no. IEBC/OT/002/FC/21/2021/2022.</p> <p>The Chair noted that as at July, 2021 the total number of registered voters stands at 19.6 million. He further added that the Commission is planning to carry out voter’s registration and estimate number of registered voters is expected to be a range of 25 to 30 million.</p> <p>The Chair added that the current no. of polling stations stands at 40,883 and this number is expected to raise to 53,000 polling station as result of the new voter’s enrollment.</p> <p>The Chair emphasized that the Commission had given indicative quantities in the tender document for evaluation and comparison purposes only as outlined below;</p> <ul style="list-style-type: none"> <li>a) Ballot papers – 3000 pieces</li> <li>b) Forms- 6 pieces</li> <li>c) Register of Voters - 1</li> </ul>	<p>Chairperson</p>
<p><b>Minute no. 3/21/2021 – Open Session for Clarifications</b></p> <p>The Chairperson welcomed all the bidders present for the virtual session and opened the floor for questions from the bidders.</p>	<p>Chairperson</p>



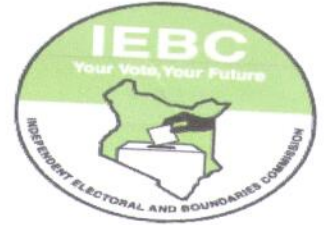
No.	MINUTE	ENQUIRIES / QUESTIONS	RESPONSE / CLARIFICATIONS
1	Min: 3/19/07/2021 Open Session for Clarifications.	Bidder sought for an extension of the tender submission due the complexity of the tender and preparation of samples.	<p>✓ Regulations 83 of the Public Procurement and Asset Disposal Regulations, 2020 provide that <i>“Where the provisions of section 89(c) of the Act apply with respect to foreign tenders, the minimum period of time between the advertisement and deadline for submission of international tenders shall be seven days”</i>.</p> <p>Hence the period provided was adequate.</p>
2.		Bidder requested for waiver of the 40% local content requirement.	<p>✓ The Commission clarified that the requirement was in line with Section 144 (3) (f) of the Public Procurement and Asset Disposal Regulations, 2020 which provides that, <i>“ a plan demonstrating linkages with local industries which ensures at least forty percent (40%) inputs are sourced from locally manufactured articles, materials and supplies partially mined or produced in Kenya, or where applicable have been assembled in Kenya”</i></p>



3.		The bidders requested for clarification on the point of delivery in connection with INCOTERMS.	✓ As guided in the Data Sheet (13.8)(b) (ii) on page 28 of the tender document provides that, "The price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination which is National Warehouse; Likoni Road Industrial Area, Nairobi."
4.		Bidders sought to know how the raise clarifications will be shared with them.	✓ The Commission will share all clarifications in form of an addendum which will be uploaded in the Commission's website and emailed to all bidders.
5.		The sought for clarification on whether bidders are allowed to tender as consortium.	✓ As guided in the Data Sheet ITT 3.1 on page 27 of the tender document provides that, " <i>Joint Venture (JV) is NOT allowed.</i> "
6.		Bidder sought clarification on the applicability of the 20% margin of preference as contained in the financial evaluation.	✓ The Commission clarified that if the printing will be done in Kenya, then 20% of margin of preference shall be applied as provided for in the tender document under Section 2.4 on page 52.



7.		Bidder sought for clarification on whether perforation and watermark was necessary on sample forms.	✓ The Commission instructed the bidders to comply with the provided specification in developing their samples as per the tender page 107.
8.		Bidders sought clarity on the size of the ballot booklet.	✓ The Commission clarified that the size of the ballot booklets will depend on the number of registered voters per polling. However, bidders shall be required to submit a 700-page ballot booklet sample.
9.		Bidders sought to be provided with artwork.	✓ The Commission instructed the bidders to internalize the specifications provide and come up with the artwork.
9.		Bidders sought for clarification if one can quote for a single item.	✓ The Commission clarified that for a bid to responsive bidders must quote for all the four (4) items as provided in page 54 part (e) of the tender document.
10.		Bidders sought to know whether they are required to provide samples of the sizes for each elective position.	✓ The Commission instructed the bidders to ensure that the samples conforms to the requirements provided in the tender document.



11.		Bidders requested that All other matters raised on the chat box be addressed through the general clarifications	✓ The Commission shall address all matters raised as appropriate.
Minute no. 4/19/2021 Any Other Business		Chairperson	
There being no any other business the meeting ended at 11:40 AM. Kenyan time.			

Signed by:

Chairperson

Harley Mutisya

Signature ..... *dm* .....

Date..... *23/07/2021* .....

Secretary

Samson N. Matilu

Signature ..... *[Signature]* .....

Date..... *23/07/2021* .....