



EAST AFRICAN COMMUNITY
LAKE VICTORIA FISHERIES ORGANIZATION
SECRETARIAT



PRE-BID MEETING FOR THE INVITATION TO BID FOR THE DESIGN, BUILD, SUPPLY, TESTING AND COMMISSIONING OF SOLAR FISH DRYER INSTALLATIONS (QTY 4) AT LANDING SITES IN KENYA, TANZANIA, UGANDA AND BURUNDI;

LOT 1: REPUBLIC OF KENYA- MULUKOBA LANDING SITE, BUSIA COUNTY

LOT 2: UNITED REPUBLIC OF TANZANIA- KJIWENI LANDING SITE, SENGEREMA DISTRICT

LOT 3: REPUBLIC OF UGANDA- DDIMO LANDING SITE, MASAKA DISTRICT

LOT 4: REPUBLIC OF BURUNDI- RUTOMO LANDING SITE, RUMONGE PROVINCE

Procurement Reference: Ref. No. LVFO/SUPLS/IFAD/2023-2024/001-2-3-4

Time: 3:00 pm -4:15 pm
Date: 7th November 2023
Venue: Virtual Meeting

1.0. Attendance:

1.1. The following were present:

LVFO Secretariat:

- 1.1.1. Dr. Robert Kayanda
- 1.1.2. Mr. Mathew Bwire
- 1.1.3. Ms. Nuriat Nagujja

Registered Bidders' Representatives:

- 1.1.4. Mr. Anand Parekh - Sagewood Limited
- 1.1.5. Mr. Charles Kariuki – Vimtech Trading
- 1.1.6. Mr. Ivan Mujisha – Delta Electricals Limited
- 1.1.7. Ms. Stella Lunkuse – Solar Nation SMC Limited
- 1.1.8. Mr. Leslie Peter Omara – Douglas Kayiwa
- 1.1.9. Mr. Shaban Kitimbo –Kua Solar Limited
- 1.1.10. Mr. Colline Mpaata– Kageddo Ventures Limited
- 1.1.11. Mr. Angelo Juvenary Matagili–Sagar Energy Solutions
- 1.1.12. Mr. Kelvin Njeru – Octagon Builders Limited
- 1.1.13. Ms. Bridget Komurubuga – Sagewood Limited
- 1.1.14. Mr. John Chege- Holding Costig

2.0. Introductions:

The Pre-Bid meeting scheduled on 7th November 2023 for the *Design, Build, Supply, Testing and Commissioning of Solar Fish Dryer Installations (Qty 4) at Landing Sites in Kenya, Tanzania, Uganda and Burundi* as per the Procurement Schedule of the published Bid Notice started at 3:00 pm. All members present introduced themselves.

The LVFO Technical personnel briefed bidders regarding the bid requirement.

Bidders were thereafter invited to seek clarifications questions regarding the procurement that required clarifications

3.0. Requests for Clarification:

The following tables indicate the queries raised, with corresponding clarifications.

Table 1: Bidders' Requests for Clarification during pre-bid meeting and LVFO Responses

No.	Request for Clarification	Response
Qn. 1.	<p>Under ITB 18.3 it states samples are required. Under page 60, statement of requirements it states failure to submit the samples (01) can lead to disqualification.</p> <p>Please confirm if the samples are required?</p>	<p>NO.</p> <p>It is confirmed that Samples are <u>NOT</u> required for submission under this design and supply contract, and the assessment of samples shall not form part of this evaluation process.</p> <p>Bidders are referred to the applicable Evaluation Criteria prepared specifically for this bid and detailed from Page 31 to Page 33 of the bid document, under <i>Section 3: Evaluation Methodology and Criteria</i>.</p> <p>Important to note is the mandatory requirement to submit detailed product brochures of the EXACT Model of the equipment proposed for supply; plus, documentary evidence (contract, LPO, completion certificate) of at least One (01) similar supply reference, of similar value, in the last five (05) years.</p>
Qn. 2.	<p>-Can a bidder submit a bid for only one Lot?</p> <p>-As seen on the whole document, there are four sites, is it advisable for one company to bid for all four sites?</p>	<p>YES.</p> <p>Bidders can tender for One Lot, Two Lots, Three Lots or all Four Lots, depending on their capacity.</p> <p>However, bidders shall NOT bid for individual items within lots, but for the entirety of the Lot i.e comprising of the <i>Design, Build, Supply, Testing and Commissioning of Solar Fish Dryer Installations</i>.</p> <p>Bidding for half or partial lots will lead to disqualification.</p>
Qn. 3.	<p>Under ITB 21.2 it states bid security shall be fixed for \$6,000. Is this for all four Lots or per Lot?</p>	<p>Since each Lot is a separate contract, bidders will be required to submit a Bid Security of United States Dollars Six Thousand (USD 6,000) for EACH Lot; in the form of a Bank Guarantee, using only the template hereto attached as; Annex I: Bid Security Form.</p>

<p>Qn. 4.</p>	<p>Under page 78 SCC, the final point of delivery is LVFO Headquarters Jinja, Uganda</p> <p>However, under delivery and completion schedule page 59, the delivery point sites are in each respective country under each lot. Kindly advise the correct delivery point for each lot.</p>	<p>The final point of delivery if <u>NOT</u> the LVFO Headquarters in Jinja, Uganda.</p> <p>It is confirmed throughout the rest of the entirety of the Bid Document that the final point of delivery for the Four (04) Lots for each landing Site are as summarised hereunder;</p> <p>Lot 1: Republic of Kenya- Design, Build, Supply, Testing and Commissioning of Solar Fish Dryer Installation at <u>Mulukoba Landing site</u>, County Government of Busia</p> <p>Lot 2: United Republic of Tanzania- Design, Build, Supply, Testing and Commissioning of Solar Fish Dryer Installation at <u>Kijiweni Landing site</u>, Chifunfu Village Chifunfu Ward, Sengerema District, Mwanza</p> <p>Lot 3: Republic of Uganda- Design, Build, Supply, Testing and Commissioning of Solar Fish Dryer Installation at <u>Ddimo Landing site</u>, Kyesiiga Sub County, Masaka District</p> <p>Lot 4: Republic of Burundi- Design, Build, Supply, Testing and Commissioning of Solar Fish Dryer Installation at <u>Rutummo Landing site</u>, Rumonge Province, Rumonge Commune (funded by the LVFO Partner States</p>
<p>Qn. 5.</p>	<p>Under GCC it states the location for conducting inspections and tests shall be the provider's premises before shipping and at the point of delivery at the good's final destinations</p> <ul style="list-style-type: none"> • Please confirm, will LVFO team come for inspection at the bidder's premises before shipping? • Who will bear the cost of the travelling etc? And how many members will be coming? 	<p>Bidders are referred to the General Conditions of Contract- Clause 27- Inspections and Tests that has all the details in regards to the Inspection and Tests;</p> <p>Bidders will also carry out Pre shipment Inspection performed by independent third-party inspection companies to verify the quality of goods, as well as their compliance with relevant standards for purposes of compliance with the respective National Bureaus of Standards before export.</p> <p>The bidder shall bear all costs related to this Pre-Shipment inspection, and/or local inspection, by a Standards or Revenue Authority where applicable. PSI is typically</p> <p>Inspections and tests will be carried out as further stipulated in the Statement of Requirements on Page 6 of the Bid Document.</p>

Qn. 6.	<p>You proposed a pdf that should guide us.</p> <p>Should this bid submission come with technical part with technical drawings.?</p> <p>Are we allowed to make alterations to the proposed drawings to best suite the components you proposed?</p>	<p>YES.</p> <p>Bidders can propose adjustments to the LVFOs technical drawings while complying with the Minimum Technical requirements in regards to the proposed structures required to be present on site.</p> <p>However, before it can be implemented, the client MUST approve those modifications.</p>
Qn. 7.	<p>I would like to understand the analysis of the bid process and when we should expect to hear from you.</p>	<p>Bidders should refer to the Letter of Invitation; Item 9. The Planned Procurement Schedule page 4 of the Bid Document.</p> <p>Bidders shall be officially notified of the outcome of the bid evaluation process, within the timelines set out herein, subject to minor revisions.</p>
Qn. 8.	<p>Under GCC 12.1, it is showing date of delivery is four months however under page 59 delivery and completion schedule it shows maximum five months? Kindly confirm the correct duration</p>	<p>Bidders are referred to the Delivery and Completion Schedule on Page 59 of the Bid Document.</p> <p>The Delivery/Completion Period- Maximum of Five (5) months from contract/order</p>
Qn. 9.	<p>Technical specifications under Lot 4</p> <p>Page 56 they specified 1pc of 48V 100AH lithium batteries, This offers 4.8kwh</p> <p>Compared to the fish dryer specifications for this Lot, this battery bank offers less battery run time.</p> <p>Kindly clarify if this exactly what is required.</p>	<p>The specifications represent the Minimum Technical requirement. However, bidders can provide suitable description that meets their project delivery approach.</p> <p>Tenderers may propose equivalent or superior specifications and models.</p> <p>There is a typographic error as the expectation is to deliver a solution that meets the requirements of 48V at 1000AH.</p>
Qn. 10.	<p>Could you please advise the runtime for these batteries as it is not matching with the load peak demand.</p> <p>Could you please advise the estimated duration the fish dryer will operate per day?</p>	<p>The expectation for the project is to achieve two (2) drying cycles per day, and each drying cycle is expected to take a duration of Four (4)-Six (6) hours.</p>
Qn. 11.	<p>Kindly reshare with me the bid document, I am having a challenge accessing mine for now</p>	<p>To download the bid document, please visit the LVFO website www.lvfo.org →opportunities →tenders</p> <p>Bidders are encouraged to visit the LVFO Website frequently during the entire bidding</p>

		period, in order not to miss any updates/addenda to the Standard Bid Documents
Qn. 12.	<p>After submissions of our technical drawings, what is the guarantee that our patents won't be duplicated, or in shall we sign NDAs?</p>	<p>LVFO guarantees that Bidders patented drawings will not be duplicated. In the unlikely event that this is necessary, the LVFO will seek permission, in writing from the Bidder.</p> <p>Bidders are further encouraged to mark their drawings with a "confidential" watermark to deter copying and distribution of these patented drawings without permission.</p>
Qn. 13.	<p>Under page 52, the quantity of solar panels is specified as "1 set" for LOT 1, 2 and 3.</p> <p>Do bidders determine the number of panels for a functional system for these Lots?</p>	<p>The specifications are the minimum Technical requirements. However, bidders can provide suitable descriptions that meet their project delivery approach.</p> <p>Yes, bidders shall determine the number of panels for a functional system for these Lots.</p> <p>This is because the Lots are being procured on a design-build basis, which means that the bidders are responsible for both the design and construction of the system. As part of their design, the bidders will need to determine the number of panels that are required to meet the functional requirements of the system.</p> <p>Bidders will also need to make sure that their designs are compliant with all applicable codes and standards.</p>
Qn. 14.	<p>Inverter Spec Contradicts – Under page 52 under "Solar PV Specification Systems" the inverter shows as 30Kva, however under detailed technical specifications on under page 54 shows 15Kva peak output capacity. Please advise if we shall follow the detailed specifications under page no. 54</p>	<p>The specifications are suggestive. The expectations for Lots 1, 2 and 3 are for the use of a minimum of 30KVA inverter or similar or best solution that is suitable to their project delivery approach.</p> <p>Also, the expectation for Lots 4 is the use of a minimum 15KVA inverter or similar or best solution that is suitable for overall project delivery approach.</p>
Qn. 15.	<p>From the concept design, there is a heat pump room.</p> <p>The fish dryer normally comes complete with the heat pump, assembled in a way that the heat pump is exactly next to the fish dryer.</p>	<p>The specifications are minimum technical requirements. However, bidders shall provide a proposal with a suitable description that meets their overall project delivery approach, as this is being procured on a design-build basis, which means that the bidders are ultimately responsible for both the design and construction of the system.</p>

	Kindly clarify if the heat pump must be placed in a different heat pump room separate from the fish dryer as it is in the concept design?	Additionally, it is generally recommended to place the heat pump in a separate room from the fish dryer. This is for sanitation, safety, noise reduction, and maintenance reasons.
Qn. 16.	May we kindly request an extension of 2-3 weeks to allow bidders time to obtain the bid security, pre-bid minutes and to enable us to produce a detailed Bid matching the requirements?	<p>In order to remain within the timeline, set aside for the execution of this critical activity. It is not possible to extend the deadline for submission of bids. The bidding period of 30 days is considered sufficient to allow bidders to submit proposals.</p> <p>The deadline for submission of bids therefore remains unchanged; 23rd November 2023.</p>
Qn. 17.	The incoterm is DDP, kindly advise if LVFO will issue a tax exemption at the time of shipment? We understand some previous projects were exempted.	<p>The Incoterm DDP 2020 (Delivered Duty Paid) defined:</p> <p>DDP - Delivered Duty Paid: Incoterm which imposes on the seller maximum obligations vis-à-vis transportation and loss risks and damage associated with the goods: <i>'the seller delivers the goods when the goods are placed at the disposal of the buyer, cleared for import on the arriving means of transport ready for unloading at the named place of destination. The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities.'</i></p> <p>The transfer of risks and costs occurs at the place of unloading of the goods at the agreed place of destination</p> <p>Bidders shall refer to Clause 14 of the Instructions to Bidders (ITB 14).</p> <p>The prices and discounts quoted by the Bidder in the Bid Submission Sheet and in the Price Schedules shall conform to the requirements specified below;</p> <p>Clearly indicating;</p> <p>(i) the price of the Goods, quoted DDP2020 or other Incoterm as specified in the BDS;</p> <p>(ii) indicate the breakdown of ALL custom duties, sales tax, and other taxes applicable in the place of final destination, paid or payable, on the Goods or on the components and raw materials, used in their manufacture or assembly, or related services if the Contract is awarded to the Bidder;</p> <p>(iii) the total price for the item.</p> <p>Bidders are required to share the full cost of supply clearly indicating all duties and taxes.</p>

Table 2: Bidders' Requests for Clarification sent via the dedicated Email procurement@sec.lvfo.org and LVFO Responses

No.	Request for Clarification	Response
Qn. 18.	On page 61 of the Standard Bidding Document for the Procurement of Goods, there are directions on the proposed site layout on a pdf named (LVFO 230202 - FISH DRYER.pdf). Please give me further directions where I can find this pdf because I cannot find it on the internet.	To download the COMPLETE bid document, please visit the LVFO Website on this link https://www.lvfo.org/content/tenders-1 You will see two links namely; CLICK HERE TO DOWNLOAD BIDDING DOCUMENT CLICK HERE TO DOWNLOAD PROPOSED DRAWINGS FOR FISH DRYERS
Qn. 19.	On page 3 of the said document, point number 3 says, " This letter of invitation is addressed to ALL shortlisted bidders to whom this invitation has been forwarded." Please advise me whether those of us who have not been shortlisted have a chance, and what requirements we need to meet to be viable for bids like this.	This is an Open Bid accessible on the LVFO Website to ALL interested Bidders. There are <u>NO</u> shortlisted bidders. Your firm therefore qualifies to participate in this tender.

The rest of the bid details remain unchanged.

4.0. Deadline for Submission of Request for Clarification:

4.1. Interested Bidders were reminded that in line with ITB Clause 7, the LVFO will respond to any request for clarification provided that such request is received no later than Fourteen (14) days before the deadline date. After this date, the LVFO would have no obligation to respond to any Requests for Clarification.

5.0. Conclusion.

Interested Bidders were informed that the minutes of the non-mandatory pre-bid meeting would be uploaded onto the LVFO Website for public view and circulated via email amongst the providers present at the meeting.

There being no other business, the meeting was adjourned at 4:15 p.m.

DocuSigned by:
Dr. Robert Kayanda
63C40340BE78418...
CHAIRPERSON

DocuSigned by:
Nuriat Naguza
E7C7DA7BA4D547E...
SECRETARY

Annex I:
Bid Security (Bank Guarantee)

[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

[Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ *[Name and Address of Contracting Authority]*

Date: _____

BID GUARANTEE No.: _____

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[name of contract]* under Contract No. *[insert number]* ("the Contract").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Contracting Authority during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]