

**PRE-BID MEETING MINUTES**

**FOR**

**SUPPLY, INSTALLATION, TRAINING AND COMMISSIONING OF PETROLEUM TESTING EQUIPMENT FOR THE  
ETHIOPIAN CONFORMITY ASSESSMENT ENTERPRISE**

**[TENDER NO: PRQ20220216]**

**FINANCED & PROCURED BY**

**TRADEMARK EAST AFRICA**



**VENUE: VIRTUAL VIA MICROSOFT TEAMS**

**DATE & TIME: 07 SEPTEMBER 2023 AT 11.00 A.M. (KENYA TIME).**

## **SUPPLY, INSTALLATION, TRAINING AND COMMISSIONING OF PETROLEUM TESTING EQUIPMENT FOR THE ETHIOPIAN CONFORMITY ASSESSMENT ENTERPRISE**

### **ATTENDANCE**

All attendees wrote their names and email addresses in the chat box.

### **APOLOGIES**

No apologies were received.

### **MINUTE 001/09/2023: INTRODUCTION**

The meeting started at 11:00 a.m. by the Chair of the session, calling the meeting to order which was followed by a self-introduction by all attendees.

The presence of all representatives of the bidding firms was acknowledged and they were all welcomed to the session.

### **MINUTE 002/09/2023: PRE-BID SCHEDULE AND ACTIVITIES**

The Chair took the participants through the proposed program for the day, indicating the activities for each as follows: -

- i. Introductions.
- ii. About ECAE & TMEA
- iii. Project Background
- iv. Project Objectives
- v. Scope and deliverables
- vi. Procurement
- vii. Q & A

### **MINUTE 003/09/2023: PRE-BID SCHEDULE AND ACTIVITIES**

Bidders were taken through the background of ECAE & TMEA, Project background and scope and deliverables of the project. During the session, bidders were allowed to ask questions to seek clarifications on the areas of their concerns regarding the scope of the assignment.

### **MINUTE 004/09/2023: ATTENDANCE REGISTRATION**

Attendees were requested to key in their names, organization, and email in the chat box as proof of attendance. TMEA's Procurement Unit emphasized that, the bidders should stick to the tender document uploaded on the website and that the bids should be submitted in hard copy. A copy of the same is available in **Annex 1** of this document.

### **MINUTES 005/09/2023: PROJECT BRIEF**

Bidders were taken through a detailed brief of the project objectives, timelines and requirements by the project team and procurement team from TMEA. This was done by way of PowerPoint presentation, attached as **Annex 2**

#### **MINUTE 006/09/2023: QUESTION AND ANSWER SESSION**

After the presentation, bidders were informed that the pre-bid meeting would not necessarily be able to answer all questions raised, but all questions would be documented, and appropriate responses prepared and shared. Bidders were further advised to make written submissions to the email address provided and within the timeline indicated in the tender document for TMEA procurement to compile a clarification matrix to be posted on the TMEA website for access by all interested bidders. As attached **as Annex 3**.

#### **MINUTE 007/09/2023: CONCLUSION/ ADJOURNMENT**

The TMEA procurement lead appreciated all participants for coming and for the cooperation offered. They were all wished the very best in pursuit of Supply, Installation, Training and Commissioning of Petroleum Testing Equipment for the Ethiopian Conformity Assessment Enterprise and assured them of Procuring Entity's commitment to a smooth and transparent process.

The meeting was further informed that all inquiries received via the address in the tender document alongside those asked at the pre-bid conference would be compiled and uploaded on TMEA's website.

There being no other business, the meeting concluded at **11:45 hrs.** Kenyan time.

**TRADEMARK AFRICA**

**07 SEPTEMBER 2023**

### ANNEX 3: CLARIFICATIONS MATRIX

S/No.	Query	Response	Status (closed, open or pending)
1.	Would the contract be in the name of Trademark Ethiopia or Trademark Kenya, I guess trademark Ethiopia, but I just wanted to be clear.	The contract will be under Trademark Ethiopia	Closed
2.	How will the evaluation of the tender be conducted. Will it be that per lot I have to cover the 100% of the item or there is any possible way that that it will be itemized or any percent 70% or 80% of the item.	The evaluation will be based on 100% compliance for items purchased or delivered. In case the vendor decides to focus on one lot then they should comply 100%	Closed
3.	Will the Technical evaluation be like five points, or we just need to meet all the minimum requirements completely for all the instruments, all can be by points depending on how we have submitted?	For this assignment it's supply and distribution. It's more goods than of services. Points scoring is normally we use the train services for goods. We use compliance scoring so we compare what you have submitted or proposed to us against what the requirement of the standard that we have. We will compare your proposal against the requirements and of course it has to be at least substantially responsive, so we prefer the for each to match or be at least each another match or be.	closed
4.	In the case we partner with foreign supplier does JV have to be an authenticated one or a simple JV	You can have it fully signed or if you have any, you can sign an intention to form a JV. However, if you're successful. The JV agreement has to be in place before contracting. So just put that in mind. You can have an intention for the JV at the beginning stage, but if your firm is successful then that JV agreement has to be in place fully signed and valid before we can contact you.	closed