



ITALIAN TRADE AGENCY

Office Addis Abeba

MEETING MINUTES

PROJECT	The Big-5 Constructs Kenya, from 09-11 November 2022 at Sarit Expo Center
TOPIC	The tender document evaluation of financial and Tecnical offers for “the service of Buildup, dismantling & rental of electronic equipment of the Italian Pavilion at The BIG 5 Construct Kenya 2022” from 09-11 November 2022 at Sarit Expo Center
DATE	07/09/2022
TIME	From 9:25 am to 12:00am
LOCATION	Italian Embassy Addis Abeba/ICE-Addis Abeba Office
WRITTEN BY	Senay A.Wendafrash
ATTENDEES	<ol style="list-style-type: none">1. Dr. Riccardo Zuccuni (Responsible for Addis Ababa ICE Office)2. President: Dr. Senay Aklilu Wendafrash (A/Trade Analyst);3. Effective member Dr.ssa Marta Tesfaye (A/Trade Analyst);4. Effective member: Dr.ssa Yodit Tewabe Tsegaye (A/Trade Analyst)
SENT TO	Companies Representatives of this Competition who sent dcuments as per the instructions given in the tender <ol style="list-style-type: none">1. Exhibit Africa2. ToP Exhibitions and Marketing Services3. 361 Degrees-Mustafa & Co Ltd

Invited and registered Companies for this service supply

S/N	Invited Stand Builders Companies	Status
1	<p>PRO EXPO Yogi Corp, Factory Street, Nairobi, Kenya sheetal@pro-expo.co.ke Mobile/WhatsApp: +254 722 826 830 <u>www.pro-expo.co.ke</u></p>	Withdrawn on their own decision
2	<p>Exhibit Africa Ltd 4th Floor Hennessy Street Port Louis Mauritius Daniel Mesfin, Managing Director +251 964603739 +971 551112106 (WhatsApp) dm@exhibit-africa.com <u>www.exhibit-africa.com</u></p>	Sole Winner of this competition
3	<p>Top Exhibitions & Marketing Services 3rd Floor, MMID House P.O. Box 44934 – 00100, Nairobi, Kenya. Clifford Ratanya, Events Director Mob: +254 715 699 760 clifford@topexhibitions.co.ke <u>www.topexhibitions.co.ke</u></p>	Rejected
4	<p>Exhibitions Stand Contractors LTD C/O ELIUD NJARUMI KAROMO, ID 2605953066 NANDI ROAD KAREN P.OBX 25513-00603 NairobiKenya Telephone: +2540722848465 Email: richard@eco.co.ke</p>	Withdrawn on their own decision

5	361 Degrees-Mustafa & Co Ltd Mr. Mustafa Hassanali - General Manager P.O.Box10684, 48b Drive inn, Namanga, Dar es Salaam, Tanzania Tel. +255 (0) 767 222 441 E-mail: mustafahassanali@gmail.com	Documents not accepted
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Award criteria

The tender award basis will be assigned to the best economic offer according to the following criteria(**(A) Technical Evaluation & (B) Price Calculation**):

- 60% - Technical Offer
- 40% - Price

Please note that any offer which did not meet the requirements asked for in the tender documentation was not considered and therefore was excluded from the tender procedures.

The best economic offer was calculated on the basis of scores attributed proportionally to each evaluation criteria.

A) Technical Evaluation

The technical offer (60%) will be evaluated as follows:

Evaluation criteria	Weight	Score
Quality of the furniture	10	60
Quality of the flooring	10	60
Quality of the lighting system	10	60
Quality of the structure	10	60
Quality of the Design	10	60
Quality of Construction Material proposed	10	60

Total	60	
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Score explication:

Inadequate	0-29
Acceptable	30 - 35
Good	36-45
Excellent	46-60

B) Price Calculation:

Price must be on the budget or bellow the fixed budget expressed for considaration of this tender valuation process.

Opening of Tender

It is to be recalled that invitation for tender, dated 23/08/2022 with protocol number N.0096397/22, for the service of Buildup, dismantling & rental of electronic equipment of the Italian Pavilion at The BIG 5 Construct Kenya 2022” from 09-11 November 2022 at Sarit Expo Center Has been launched on our website with a submission deadline date of **06/09/2022**: <https://www.ice.it/it/mercati/etiopia/avvisi-pubblici-bandi-di-gara>

Today, on Wednesday 07/09/2022 the opening started at **9:00AM** with envelopes received from Exhibit Africa

1. Exhibit Africa:

Ovservation and Evaluation

The documents received were respecting the procedure of this tender, and the envelopes were properly sealed and stamped And there was no confusion on documents presentations. The rendering of the construction was clearly presenting the materials and the equipment requested.

1. ‘documents’ one envelope

- Special Tender Specifications document was properly signed and stamped and returned by Mr. Daniel Mesfin who is representing Exhibit Africa LTD;
- Technical specifications “Italian Pavilion” of the big-5 Construct Kenya 2022 Nairobi-Sarit Expo Center was properly signed and stamped and returned by Mr. Daniel Mesfin who is representing Exhibit Africa LTD;
- Post-employment clause was properly signed and stamped and returned by Mr. Daniel Mesfin who is representing Exhibit Africa LTD;
- ‘Single Document of requirements for Negotiated procedures’ for ‘the European Community threshold was properly signed and stamped and returned by Mr. Daniel Mesfin who is representing Exhibit Africa LTD.

2. ‘Contract offer’ two envelopes

- 216 m2- Sarit Foyer
- 528 m2 Sarit Main Pavilion

Price offer

Acceptable if bellow the budget	Weight	score
	40	40
Total	40	

Observation and Evaluation

The price offered was found to be with in the budget stated on this tender and both the technical presentation and proposal are specifying the requirements and criteria of the tender.

3. ‘Technical offer’ two envelopes

- 216 m2- Sarit Foyer
- 528 m2 Sarit Main Pavilion

Evaluation of Exhibit Africa	Weight	Score
Quality of the furniture	10	60
Quality of the flooring	10	60

Quality of the lighting system	10	60
Quality of the structure	10	60
Quality of the Design	10	60
Quality of Construction Material proposed	10	60
Total	60	

Grand Total: 100/100

2. ToP Exhibition

Observation and Evaluation

Documents not accepted because were not respecting the requirements of delivery as per it is specified in the tender.

3. 361 Degrees-Mustafa & Co Ltd

Observation and Evaluation

Documents not accepted because were not respecting the requirements of delivery as per it is specified in the tender.

- 1. Dr. Riccardo Zucconi (Responsible for Addis Ababa ICE Office)**
- 2. President: Dr. Senay Aklilu Wendafrash (A/Trade Analyst);**
- 3. Effective member Dr.ssa Marta Tesfaye (A/Trade Analyst);**
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