



MINUTES OF THE PRE-BIDDERS CONFERENCE FOR OPEN NATIONAL TENDER FOR PROVISION OF TELECOMMUNICATIONS CELLULAR MOBILE NETWORK INFRASTRUCTURE AND SERVICES IN THE UNSERVED AND UNDERSERVED AREAS OF KENYA- PHASE 4 REF. NO: CA/SCM/OT/38/2024-2025 HELD ON MARCH 20TH 2025

NAME	TITLE
1. Paul Kiage	Chairman
2. Edwin Ombega	Member
3. Philip Kiplagat	Member
4. Philip Korir	Member
5. Diana Rono	Member
6. Anthony Jilo	Member
7. Valerie Salano	Member
8. Brian Ngetich	Member
9. Jackline Muthoka	Taking Minutes
BIDDERS REPRESENTATIVES	NAME OF FIRM
1. Maryanne	Spectrum
2. Brenda	Not indicated
3. Diana O.	Not indicated
4. Dorothy Nkatha	Tetranet Services Limited
5. Eric Odhiambo	Not indicated
6. Francis	Not indicated
7. Ian Siako	Safaricom
8. James	Telkom
9. Joan Kamau	Telkom
10. John Xiao	Not indicated
11. Kabusia	Not indicated
12. Kelvin Kyalo	Telkom
13. Keter	Not indicated
14. Mark Muriithi	Not indicated
15. Masimba	Telkom
16. Mpoi Nkhasi	Not indicated
17. Mwangi	Not indicated
18. Richard Mutugi	Not indicated
19. Ronald Luvale	Not indicated
20. Sarah Mugambi	Not indicated
21. Taitumu	Not indicated
22. William Owiti	Not indicated
23. Geo Intel	Not indicated

Min 01-25/03/2025: Opening remarks and adoption of agenda	Action by
<p>The Chair called the meeting to order at 10:00 a.m. The agenda of the meeting was adopted as follows:</p> <p>Agenda:</p> <p>1. Opening remarks</p>	Chairman

<ol style="list-style-type: none"> 2. Overview presentation for the tender for provision of telecommunications cellular mobile network infrastructure and services in the unserved and underserved areas of Kenya- Phase 4 3. Questions and answers session <p>The chair welcomed members to the meeting and appreciated them for showing interest in the tender which will be beneficial to the country. He informed the bidders the purpose of the meeting was to clarify any areas that are grey within the tender document so as to enable them finalise and submit their bid documents.</p>	
<p>Min 02-22/03/2025: Overview presentation</p>	<p>Action by</p>
<p>Members were informed of the mandate of the Authority i.e it is the regulatory Authority for the ICT industry in Kenya with responsibilities in telecommunications, e-commerce, broadcasting and postal/courier services. The Authority, is also responsible for managing the country’s numbering and frequency spectrum resources, administering the Universal Service Fund (USF) as well as safeguarding the interests of users of ICT services.</p> <p>The prospective bidders were thereafter taken through the tender requirements. Below is the summary presentation covered during the pre-bidders conference</p> <div style="text-align: center;">  Outline  </div> <ol style="list-style-type: none"> 1. Introductions 2. Linkages of USF projects to USF objectives 3. Project Cycle Activities 4. USF Circle of Activities 5. Scope of the USF Phase IV 6. Proposed Implementation Strategies for USF Phase IV 7. General Specifications and Subsidy Amount 8. Tender Mandatory Requirements 9. Technical Compliance / Specifications 10. Subsidy disbursement schedule 11. Proposed Implementation Timelines 	<p>Paul Kiage & Edwin Ombega</p>



**Linkage of Phase 1,2,3 & 4 Project to
USF Objectives**

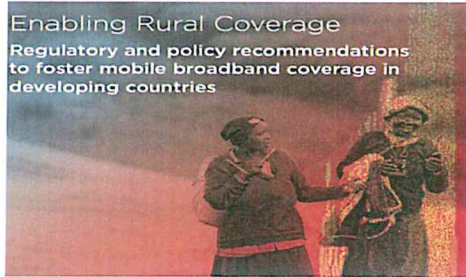


USF Objective No. 1

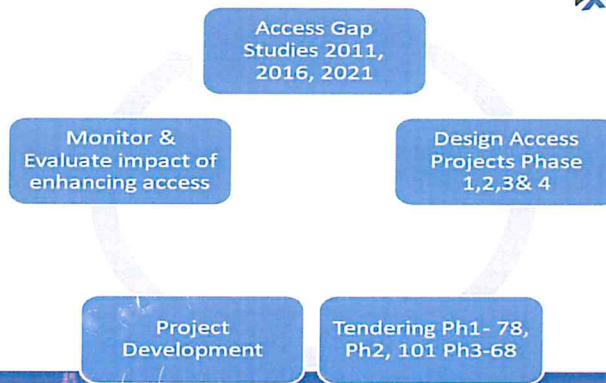
“Encourage efficient access to and use of ICTs throughout the Republic of Kenya, focusing on rural, remote and underserved areas”

Enabling Rural Coverage

Regulatory and policy recommendations to foster mobile broadband coverage in developing countries



USF Project Cycle of Activities



Scope of USF Phase IV



Type	No.s	Approach
Small sites and macro sites	206	MNOs
Macro Cell sites	99	MNOs and Consortium of MNOs and NFP-T2
Re-build	11	Site Owners
Total	316	





Phase IV Implementation Strategies



1. Small sites & Micro sites - Radial service ranges less than 6km and 3Km respectively (203 sub -locations) – Requires Optimization

- To be implemented by MNOs adopting most appropriate solutions.

2. Macro sites - Radial service ranges from 6 km up to 12 km+ (100 sub-locations);

- To enhance project delivery and efficient allocation of subsidy the lots are not split into passive and active but invitation of joint bids
- The subsidy is allocated to each lot encompasses all service provision and capex costs including site survey

3. Destroyed sites (11 sub locations)

- To be implemented by owners of the towers entities adopting most appropriate solutions as recommended.

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General Specifications



1. Tower Construction and Power Supply:

- Design and construct towers to support mobile communication systems and services in compliance with industry standards.
- Ensure the provision of reliable power supply, including backup systems such as generators or solar panels, to maintain uninterrupted operations.

2. Collocation Capability:

- Towers must have sufficient structural capacity and space to accommodate multiple service providers' equipment to facilitate collocation requests.
- Ensure compliance with engineering guidelines to support shared infrastructure while maintaining structural integrity and safety.

3. Optimal Site Selection:

- Choose tower locations strategically to maximize population coverage and minimize coverage gaps.
- Conduct site surveys to evaluate terrain, population density, and signal propagation before finalizing locations.

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General Project Specifications



4. Site Security Measures:

- Implement robust security measures to protect tower infrastructure, including perimeter fencing, controlled access, and security personnel.
- Consider advanced surveillance options, such as intrusion detection systems, for enhanced security.

5. Phone Charging Facilities:

- Provide accessible facilities for public phone charging on a 24/7 basis.
- Integrate power outlets or charging stations powered by renewable energy sources where feasible.

6. Quality of Service Standards:

- Ensure mobile communication services meet or exceed prevailing Quality of Service (QoS) standards, including signal strength, call quality, and data speeds.
- Conduct regular maintenance and performance evaluations to adhere to regulatory and service-level agreements.

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Subsidy Amount



Coverage Areas	Numbers
❖ Number of Sub-Locations	316 Sub-Locations
❖ Cost of Subsidy	USD 3.49B

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Tender Mandatory Requirements



- The bid **MUST** be submitted in book style, perfectly bound and should not have any loose pages. Bids with spiral binding or files (spring and box) shall be disqualified.
- Submit a Copy of Certificate of Business Registration/Incorporation or its equivalent
- Submit a Copy of Tax Compliance Certificate or Tax Clearance Certificate issued by the Kenya Revenue Authority valid for at least up to the Tender Closing date
- Must attach a valid NFP-T1 License booklet, or a valid NFP compliance certificate issued by Communications Authority of Kenya (CA)
- Bid Security of KShs 10,000,000.00 which must be in form of a bank Guarantee from a reputable bank/financial institution recognized by the Central Bank of Kenya (CBK) or an Insurance Bond from an Insurance Company Registered and Licensed by the Insurance Regulatory Authority (IRA) valid for 240 days from the date of tender opening
- In the case of a joint venture/Consortium Bid, the Bidder must provide a joint venture agreement signed by both parties and certified by a Commissioner for Oaths or Notary Public. The joint venture agreement must be between an NFP-T1 and NFP-T2 showing the NFP-T1 as the Lead/Prime partner. The joint venture should define the roles and responsibilities of each party in the assignment. The NFP-T2 License booklet or NFP-T2 Compliance certificate should be attached
- Duly filled and signed Form of Tender in the format provided in section IV
- Duly filled and signed Confidential Business Questionnaire in the format provided in section IV
- Duly filled and signed Form SD1 Self declaration confirming that the person/tenderer is not debarred in the matter of the public procurement and asset disposal act 2015 in the format provided in section IV
- Duly filled and signed Form SD2 Self Declaration confirming that the person/tenderer will not engage in any corrupt or fraudulent practice in the format provided in section IV
- Duly filled and signed certificate of independent proposal determination in the format provided in section IV
- Duly filled and signed declaration and commitment to the code of ethics
- Submit audited accounts for the years; 2021, 2022 and 2023. The audited accounts **MUST** be duly signed, stamped and dated.

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Tender Technical Compliance



- The Tender has 3 components
 - Technical Compliance for Small sites solutions (refer to Tender document)
 - Technical compliance for macro solutions (refer to tender document)
 - Technical compliance for sites destroyed (refer to tender document)

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Tender Technical Compliance



The passive infrastructure supplied shall meet the following minimum specifications

1. The bidder shall ensure the site has adequate ground and antenna space to host at least 3 mobile network operators
2. The bidder shall ensure adequate power supply to ensure 24x7 basis operation for all the operators on site. Minimum of 18kw solar, 1000Ah Storage and 20kVA Diesel Generator
3. Provision of Mobile Phone charging facilities for at least 10 phones simultaneously
4. Installation of Aviation light and a canopy shelter for active components
5. Perimeter wall accessorized with razor wire and or electric fencing.
6. Tower insurance and adequate grounding/earthing of the tower lattice and power supply sources.
7. Tower of approved height with adequate mechanical strength to withstand possible wind loading. Tower must achieve antenna height sufficient for maximum population coverage and a minimum of 80% geographic coverage.

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Subsidy disbursement schedule



TARGET (MONTHS)	COMPLETION MILESTONES	TRANCHE PAYABLE	CUMULATIVE (PERCENTAGE)
2	Site designs Approved	10%	10%
8	30% of sub locations	30%	30%
12	60% of sub locations	30%	70%
24	90% of sub locations	20%	90%
30	100%	10%	100%
36	Continuous operation	Release of performance security	

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   <p>Entities willing to participate in phase 4 of the project must</p> <ol style="list-style-type: none"> 1. Adhere strictly to the timelines as being a mutli year project CA budgets are aligned with the payment timelines 2. File monthly progress and status update of the projects 3. Be available for site visits to check the works and quality standards are being met including safety. 4. Be available for project inspections and acceptance this will include infrastructure and quality of service monitoring. 5. The authority will initiate the projects with the NGAO who will be the entry points on the ground <div style="background-color: #0056b3; color: white; text-align: right; padding: 5px;">14</div>	
<p>Min 03-22/02/2022: QUESTIONS AND ANSWERS SESSION</p>	
<p>The session was moderated by Mr. Paul Kiage. The response to the clarifications sought are detailed below:</p> <ol style="list-style-type: none"> 1. Extension of the tender closing period noting the limit is not prescribed in law CA: Agreed to extend the tender closing date by three weeks. This implies that the Tender closing date will be 2nd May 2025. This is because all procurement activities should be carried out within this FY that is closing on 30th of June 2025 2. CA to share the enhanced security features of the proposed security sites. CA will share the proposed enhances security features as per the recently concluded study. 3. Attachment of a valid NFP-TI noting the authority extended the licenses via a letter CA: the letter is admissible and the mandatory requirement should be amended to accommodate any Authorisation from the sector regulator to carry out NFP-T1 duties 4. Provision of business plan including financial model expected revenue CA: this requirement has been there in previous tenders , the burden on bidders is to quote a subsidy that will ensure sustainable provion of the service during the contracted period and post contracted period. 5. Concern raised on the signage requirement that the mast was constructed using funds from the USF is a risky as it will create a security concern 	

<p>CA: The sites must have signage stating that USF Funds were utilized in its construction as this will be clear messaging on the usage of the funds</p> <p>6. On page 35 requirements c and d were omitted, CA : There is no omission of content only numbering error which has now been corrected to the correct sequence a, b, c, d.</p>	
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There being no other business the meeting adjourned at 11:45 am.



Paul Kiage
Chairman