# **Minutes of the Tafiti Hub Consultants held on 6th November 2018 on Case Study for Konza Cyber City Project**

## Members present

1. PETER CHEGE KARIUKI P54/12142/2018 **CHAIRING**
2. VICTOR KADIMA P54/11709/2018 **RECORDING**
3. VERONICAH OWINO P54/11526/2018
4. JUSTIN M. NJERU P54/11125/2018
5. VINCENT ONSASE OKEMWA P54/12225/2018
6. AMOS KOSGEI P54/11345/2018

# **Agenda**

1. Review of peer assessment must for week 1
2. A written vendor selection process
3. The list of the various suppliers and contractors
4. Written evidence of vender selection, Supplier orders etc
5. The vendors be added to the MS Project plan and the times adjusted accordingly.
6. Additional of the cost to the plan inn Ms. Project.
7. The cost model that your team is using should be updated to take account of the change from estimated to actual costs.
8. Cost model for task which will use overtime working and the cost of the overtime for that task.
9. It may be a good idea to keep a copy of the original cost model.
10. The team must produce a document that outlines the things that will need to be considered when carrying out an Environmental Impact Assessment (EIA) for this project.
11. The project type and the project location (see project location description) must be considered and discussed. The document should be at least a full side of A4 but need be no more than 2 sides of A4.

## Min 1/2/Konza/: Week One Assessment Review

Confirmation of the last minutes.

Members agreed to work on finishing any tasks for week 1 that were incomplete and each member to cross check and alert the team of any shortfalls.

## Min 2/2/Konza/: Selection Process

1. Allocation of Project Managers per the weeks

Week 1 - Veronicah Owino

Week 2 - Peter Chege

Week 3 - Vincent Okemwa

Week 4 - Justin M. Njeru

Week 5 - Amos Kosgei

Week 6 - Victor Kadima

## Min 3/2/Konza/: Vender Selections

The following steps of vendor selection was agreed by the members including the allocation of roles.

### 6 steps process of vendor selection

#### Kick-off and requirements definition

Form a project team of people that have a common interest in the vendor selection process. Together with this team you must define the requirements to the product or service. Make the difference between functional and non-functional requirements if you look for a product, or to further define a service specification including service levels if you are looking for a service requirement.

1. Market research and first vendor filtering

Get a first short list of vendors, for which you want to start a Request for Proposal. Perform Request for Information’ (RfI) or specialized market research companies can be a good help or alternatively look for an independent external consultant. Assigned to **Peter Chege** and **Vincent Onsase**

1. Request for Proposal (RFP) Request for Quotation (RFQ)

Formulate a clear Request for Quotation (RFQ) which needs to have a clear structure and make it clear to the vendors to what and how to respond. An RfP should contain the following elements:

* Introduction and Executive Summary
* Instructions to the vendor, Mandatory structure of the proposal that will be submitted to   you, proposal language, contact for questions, deadlines
* Numbered list of requirements (derived from step 1)
* Optional: Information regarding Proof of Concept

Create a contract of agreement for vendors

Assigned: **Amos Kosgei** and **Veronicah Owino**

1. Evaluate responses and Vendor Selection

Before reviewing and evaluating the responses of the vendors, build an evaluation sheet based on the RFP (which reflect your requirements). Weight each of the criteria and evaluating each vendor response against these criteria and get a total score per vendor. Include decision such as location, price and delivery time.

NB: make assumptions and estimate on the vendors not included in ‘cyber city session 2’ docs so they can be incorporated into your plan until definite information is available.

Assigned to: **Peter Chege** and **Vincent Onsase**

1. Optional: Proof of Concept (PoC)

With a PoC you can check the vendor’s actual capability to deliver and since it is a good instrument to get an overall impression of the vendor’s capabilities. Whenever possible include a PoC in the selection process. If chosen to do so, mention this in the RfP, including the time when you will issue the PoC Scenarios to the vendors.

1. Selecting vendor

Time for selection and choice and several factors should be taken to consideration such as vendor, location, and price and delivery time. The optimal vendor selected should be in line with the critical path for completion of project in time. Based on the results from the PoC revision on some scores can be done. Assigned to; **Justin M. Njeru** and **Victor Kadima**

## Min 4/2/Konza/: List of the Various Suppliers and Contractors

Members agreed on the following list of suppliers:

### MATERIALS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Company*** | ***Country*** | ***Price $ (000s)*** | ***Delivery Time (weeks)*** | ***Vendor***  ***Rating*** |
| **Water & Sewerage Equipment:** |  |  |  |  |
| Vierech GmbH | Germany | 1,000 | 16 | 1 |
| **Electrical Works** |  |  |  |  |
| Stockist A | UK | 4,500 | 20 | 4 |
| **Computing &Networking Equipment:** |  |  |  |  |
| IBM | US | 5,500 | 20 | 4 |
| **Communications and Networking (Fiber-optic Materials):** |  |  |  |  |
| Pensou | France | 2,400 | 15 | 4 |
| **H/W Assembly Equipment** |  |  |  |  |
| Mindorf | Germany | 5,200 | 20 | 4 |

### CONTRACTORS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Company*** | ***Country*** | ***Cost $***  ***(000s)*** | ***Design***  ***(weeks)*** | | ***Supply/ Installation / Testing Commission*** | ***Vendor***  ***Rating*** |
| **Cloud Solutions Centre Works** |  |  |  | |  |  |
| HP | US | 5,000 | 10 | | 30 | 4 |
| **Hardware Assembly Works** |  |  | **Design** | | **Build** | **Rating** |
| Jiang Su H/W | China | 1,800 | 15 | | 30 | 2 |
| **Broadband Infrastructure:** |  |  | ***Duration***  ***(B/band Infrast.)*** | | ***Connection*** | **Vendor Rating** |
| Data Optics | UK | 2,200 | 8 | | 4 | 4 |
| **Building and Industrial Parks** |  |  | ***Duration*** | |  | **Vendor Rating** |
| Highway and Bridge Co. | China | 40,000 | 48 | |  | 4 |
| **Data Centre** |  |  | **Installation** | | ***Commissioning*** |  |
| Computech | Kenya | 1200 | 13 | | 5 | 3 |
| **Security Systems** |  |  | **Duration** | |  |  |
| Trudeau | France | 2,500 | 46 | |  | 2 |
| **Office Fiber Optics Infr.:** |  |  | **Duration** | |  | **Vendor Rating** |
| IBM | US | 1100 | 8 | |  | 4 |
| **Civil Works** |  |  | **Duration** | |  | **Vendor Rating** |
| Shanghai Steel | China | 45,000 | 78 | |  | 2 |
| **BPO Park** |  |  | **Duration** | |  | **Vendor**  **Rating** |
| Kimberly Furniture | South Africa | 650 | 13 | |  | 2 |
| **Commissioning** |  |  | **Test & Train** | **Handover** |  | **Vendor**  **Rating** |
| Future Technopolis | Australia | 2,000 | 9 | 5 |  | 3 |
|  |  |  |  | |  |  |

## Min 5/2/Konza/: Selection Criteria

The following written list of vendors was agreed as per the section criteria below:

### Selection criteria

#### Pre-Qualification and Bid Evaluation Criteria:

Prequalification is a before tendering procedure which allows to choose the most appropriate candidates from amongst those declaring willingness to participate in the tendering

To ensure the quality of contractors, the valuation wasdone beforehand with a prequalification method. The contractor focuses on the specifics of the construction project once it has passed through prequalification and been short-listed.

This allows the owner’s bid evaluation team to focus only on the specific elements of the project, without being distracted by the other business considerations.

Prequalification is defined by Moore (1985) as the screening of construction contractors by project owners or their representatives according to a predetermined set of criteria deemed necessary for successful project performance, to determine the contractor’s competence or ability to participate in the project bid.

Pre-qualification and bid evaluation procedures involve different types of criterion to evaluate the overall suitability of contractors such as: General, technical, managerial, and financial criteria (Hunt *et al.*, 1966); Financial stability, managerial capability and organizational strength, technical expertise and experience of comparable construction (Merna and Smith, 1990); Relevance of experience, size of firm, and safety record.

#### Table 1: Main Criteria and Sub-criteria for Contractors’ Prequalification

#### and Bid Evaluation

|  |  |
| --- | --- |
|  | Financial stability. |
|  | Credit rating. |
| **Financial soundness** | Banking arrangements and bonding. |
|  | Financial status. |
|  | Experience. |
|  | Plant and equipment. |
| **Technical ability** | Personnel. |
|  | Ability. |
|  | Past performance and quality. |
|  | Project management organization |
| **Management** | Experience of technical personnel. |
| **capability** | Management knowledge. |
|  | Safety. |
|  | Experience modification rating. |
| **Health and safety** | OSHA Incident rate. |
|  | Management safety accountability. |
|  | Past failures. |
| **Reputation** | Length of time in business. |
|  | Past owner/contractor relationship. |
|  | Other relationships. |

### SUPPLIERS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Material** | **Company and country** | **Price $ (000s)** | **Delivery Time (weeks)** | **Criteria/Reason** |
| **Water & Sewerage Equipment** | Vierech GmbH-Germany | 1,000 | 16 | Cost and delivery time |
| **Electrical Works** | Stockist A UK | 4,500 | 20 | Average cost, low delivery time and good rating |
| **Computing &Networking Equipment** | IBM - USA | 5,500 | 20 | Technical ability, good rating and low delivery time  It is a tested platform, Local office. |
| **Communications and Networking (Fiber-optic Materials)** | Pensou -France | 2,400 | 15 | Had the best rating using the vendor selection formula |
| **H/W Assembly Equipment** | Mindorf - Germany | 5,200 | 20 | Had the best rating using the vendor selection formula |

### CONTRACTORS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work** | **Company and country** | **Price $ (000s)** | **Design (weeks)** | **Supply/ Installation / Testing Commission/**  **Build/**  **connection** | **Criteria/Reason** |
| **Cloud Solutions Centre Works** | HP-US | 5,000 | 10 | 30 | Technical ability, good reputation and shorter time |
| **Hardware Assembly Works** | Jiang Su H/W-china | 1,800 | 15 | 30 | Cost effective and not a critical activity |
| **Broadband Infrastructure** | Data Optics-UK | 2,200 | 8 | 4 | Average cost, shortest time and is falling on the critical path so time is key |
| **Building and Industrial Parks** | Highway and Bridge Co.-china | 40,000 | 48 |  | Good reputation, technical ability and shorter delivery time. A building ought to be given to the best vendor. |
| **Data Centre** | Computech-Kenya | 1200 | 13 | 5 | Technical ability and management capability, average cost and it’s a locally based. |
| **Security Systems** | Trudeau-France | 2,500 | 46 |  | Not on the critical path |
| **Office Fiber Optics Infr** | IBM | 1100 | 8 |  | Good reputation and shorter time |
| **Civil Works** | Shanghai Steel-china | 45,000 | 78 |  | Low cost and good rating |
| **BPO Park** | Kimberly Furniture-SA | 650 | 13 |  | Moderate rating, average cost and short timelines |
| **Commissioning** | Future Technopolis-Australia | 2,000 | 9 | 5 | Time is within |

## Min 6/2/Konza/: Signing Contracts

Members agreed on a standard contract draft that would be signed across the contractors.

## Min 7/2/Konza/: Environmental Assessment

The lecturer advised the project teams to omit preparation of the EIA

## Min 8/2/Konza/: Cost model for overtime

Members prepared a cost model complete with formulas that was populated with actual values.

## Min 9/2/Konza/: AOB

**Approved for Issue by the Project Manager**

Name: ……………………………………………………………………………………………..

Sign: …………………. Date: …………………………………

**Confirmed in the Next Meeting by the Project Manager**

Name: ……………………………………………………………………………………………..

Sign: …………………. Date: …………………………………