



**MINUTES OF PRE-BID MEETING FOR TENDER NO KP1/9AA-2/PT/20/14-15
– SUPPLY OF TREATED POWR DISTRIBUTION WOODEN POLES (LOCAL
MANUFACTURERS ONLY) HELD ON 16/10/2014 AT THE STIMA PLAZA
BASEMENT FLOOR.**

BIDDERS PRESENT:

NAME	FIRM
1 Alex Ndichu	Prime Poles ventures Ltd
2 Stephen Kihanya	Rockon Construction
3 Keneth safari Chenje	Tipsy Wood Preservation
4 Bernard Kimathi	Miti Industries
5 Dominic Otieno	GTI
6 Gerald Ndege	Meru Wood Industries
7 Kiganya Peninah	Link to Link
8 Sam Mwangi	Link to Link
9 Susan Macharia	Line Enterprises
10 Alfred Momanyi	Cresta Wood Treatment
11 David Munene	Poles & Posts Treatment Plant
12 Shadrack Too	Rosoga
13 Diana Wanjiru	Regional Royal Transmission
14 Barichi Wycliffe	Suffolk Wood Treatment Ltd
15 Beatrice Kimoa	Inter Tropical Timber Trading
16 George Munge	Cabro E.A. Ltd
17 Mr. Ali	Cabro E.A. Ltd
18 Shashiraj M.	TTI - Eld
19 Chantal de Laurent	TTI - Eld
20 Abraham Segut	Rosoga
21 Alok Thakur	Comply
22 Rakesh KR	Timesales
23 Pauline Maina	Marula
24 Julia Magotse	Prime Poles ventures Ltd
25 James K. Changole	Tropical S.
26 Charles K. Lagat	Wood World International Ltd
27 Daniel Maingi	Cresta Investments ltd
28 Nicholas Mustiki	Rosoga Investments
29 Job Ndambuki	Peshmac Investent Ltd
30 Penina Makhapila	Peshmac Investent Ltd
31 Edward Teka	Muringa Holdings

32	Megek Valentine	Oasis Capital Ltd
33	Angela Irine	Line Enterprises
34	James K. Kagia	Global wood Treatment

Kenya Power Team members

1	Everlyn Ogalo	Supply Chain Officer
2	Ruth Oyile	Supply Chain Officer
3	Jeanete Karimi	Wood Scientist
4	Haroun Otieno	Supply Chain Officer

The meeting was called to order at 10:20 am by Mr. Haroun Otieno. He welcomed everyone and introduced the Kenya Power team members present. He stated that the purpose of holding the pre-bid meeting was to sensitize interested bidders on the requirements of the tender document and also get feedback from them (having read the document) on matters pertaining to contents of the tender document.

Ms Evelyn Ongalo, Supply Chain Officer took the participants through the tender document.

The following areas were covered;

1. GENERAL

The Tenderers were urged to read the whole document thoroughly as advised on the cover page of the Tender Document.

2. ELIGIBILITY- as per appendix to Instruction to tenderers (ITT)

It was re-emphasized to bidders that the tender is open to Local Manufacturers of Treated Wooden Poles i.e. Tenderers who **own** or have **leased** treatment plants and are currently registered members of Kenya Wood Preservers Association. Evidence of ownership or leasing shall be provided as per the instructions in the Tender Document.

3. TENDER VALIDITY – Clause 3.19

The Tender Validity is **120 DAYS** after the date of opening as indicated in the Tender Document (including Notes to the Tender Form on page 84).

4. TENDER FORM

It was emphasized that the tender form on Page 83, should be strictly in the format given, fully filled, signed and stamped.

5. TENDER SECURITY – Clause 3.18

The Tenderers were reminded that Bid- Security from Insurance companies, Youth Enterprise Fund and Women Enterprise Fund are **not** acceptable. Further to this, Tenderers were advised to use the formats provided in the Tender Document to the letter.

The Bid- Security validity for this Tender is **150 DAYS after the date of tender opening** as indicated on Page 89, 92 & 95 under the title **NOTES TO TENDERERS AND BANKS** and as indicated on clause 3.18.5 of the Tender Document.

6. NUMBER OF SETS AND TENDER FORMAT- Clause 3.21 and 3.23

It was clarified that the tender is one envelope tender and the tenderers were advised to ensure that they submitted 3 identical sets each of Financial and Non-Financial Proposals of the tender and clearly marked the “ORIGINAL TENDER”, “COPY 1 OF TENDER” and “COPY 2 OF TENDER”,. Total number of sets required is 6, i.e. 3 sets Financial and 3 sets Non-Financial and each must be properly bound and paginated and the copies shall be a **replica** of the original.

7. SUBMISSION OF AUDITED FINANCIAL STATEMENT - clause 6.3 under part III (Financial Evaluation)

Audited Financial Statements submitted by the Tenderers should be that which is audited by an audit firm, duly signed and stamped by the Audit firm.

Companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original.

8. DECLARATION FORM

The Declaration Form a sample of which is provided in the Tender Document on Page 99 should be fully filled, signed and stamped as per the notes to Tenderers. Tenderers were warned against using the old format.

9. CONFIDENTIAL BUSINESS QUESTIONNAIRE

The Confidential Business Questionnaire a sample of which is provided in the Tender Document on Page 85-87 should be fully filled, signed and stamped as per the notes to Tenderers.

10. TYPE TEST CERTIFICATES & THEIR REPORTS

The Tenderers were reminded to submit Valid Type Test Certificates and their reports as well as the KEBS Diamond Mark of Quality Certificate/ KEBS Standardization Mark Certificate.

11. BIDDER'S CAPACITY

The Tenderers were advised against over-stating their capacity in the CAPACITY FORM attached in the tender document.. The information given by the Tenderers shall be subject to verification and a Tenderer found to have given false information shall be penalized.

CLARIFICATION/RESPONSE TO BIDDERS' QUERIES

1. MEMBERSHIP TO WOOD PRESERVERS ASSOCIATION

Membership with The Kenya Wood Preservers Association is mandatory for Tenderers participating in this tender.

2. CERTIFICATE OF CONFIRMATION OF DIRECTORS (CR12)

CR-12 certificate to be submitted by the bidders should be valid i.e., current and covering a period up-to and including time of the tender closing. It should be authentic and Tenderers should take note that such information given by them is subject to verification by Kenya Power.

3. REFERENCE LETTERS FROM PREVIOUS CUSTOMERS

It was clarified that Bidders should submit reference letters as requested for in the tender document. **However, bidders were warned that though not Mandatory, submission of such letters would earn them marks as stated in the Scoring part of the evaluation criteria (TABLE 2 on page 55 – 57)**

4. AWARD CRITERIA NUMBER OF STORAGE LOCATIONS TO BID FOR (as per ITT on page 32-34 and as per evaluation criteria on page 63)

After deliberation it was agreed that Tenderers can bid for as many storage locations as they can but will only be awarded **1 main store and 3 subsidiary stores**, subject to clause c), d), e) and f) of the award criteria shown on page 63 of the tender document..

5. BIDDERS' STATEMENT OF OWNERHIP OF OWN POLES

The meetings' attention was drawn to Page 58 4(c) of the tender document which reads:

“If the Tenderer has its own poles/trees/forests, a separate Statement to that effect as per the format provided”

It was noted that there is no format provided for in the tender document for purposes of giving the statement and therefore bidders are at liberty to give the statement in their own format.

6. DELIVERIES TO KERICHO STORES

It was noted that the total quantities and the quantities per batch for **Kericho Store** given on page 39 (table 2 – Expected Delivery Schedule of goods required for the first 12 months) and also on page 48 (under Section V of the Price Schedule) for **item code 186187** were not arithmetically adding up.

Bidders are required to note that the correct quantity for item code 186187 for Kericho store is 2293.

In that regard, amendment shall be done accordingly; through an addendum

7. START/END DATE OF DELIVERIES

Bidders found as confusing, the delivery dates given on **Table 2 – Expected Delivery Schedule of goods required for the first 12 months on page 38**, i.e. it was not clear whether the dates given were start or end dates of the delivery process.

The user promised to address this through an addendum.

8. TENDER CLOSING DAY

It was noted that the tender closing day was erroneously given as Thursday 4th November 2014 instead of Tuesday 4th November 2014.

Bidders are required to note that after deliberation, the tender **closing date has changed to Tuesday 11th November 2014 at 10.00 am** and that the same information shall be included in the addendum and Press Advertisement accordingly.

9. BANK STATEMENT

It was reiterated that (as indicated on page 7 of the tender document – Financial Proposal) companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original.

Young firms unable to raise bank statements covering a period of at least six months prior to the date of the tender document in existence should take note KPLC shall not accept Bank statement from parent firm related to it (the bidding firm). The Bank statement MUST therefore be that of the bidding firm.

Signed

Chairman.....

Secretary.....

