

**PRE- BID CONFERENCE FOR TENDER FOR PROVISION OF
LANDSCAPING SERVICES AT RUARAKA DEPOT TENDER NO. KPI/9AA-
2/PT/12-HR/14-15 HELD ON 1ST OCTOBER, 2014 AT THE TRANSPORT
MEETING ROOM RUARAKA**

PRESENT

1. Charles Mathenge - Kenya Power
2. Josphat Munene - Kenya Power
3. Alice Theuri - Kenya Power
4. Landscaping suppliers were represented as per the attached list.

AGENDA

Taking the bidders through the tender document and clearing any issues arising from the tender document.

MIN/01/14: The bidders were advised to read the entire document very keenly as non compliance will lead to their bid declared non responsive at the evaluation stage.

The bidders were taken through the tender document and reference was made to the tender document

1. TENDER SUBMISSION

- ❖ The bidders were reminded that they must submit a bid comprising the following documents:-
 - (a) Submission of the 3 sets of tender document, one original and two copies which must be replica of the original.
- ❖ Bidders were advised that this is a one envelope tender; therefore all documents are put in one envelope.

2. TENDER SECURITY

Bidders were required to note that the law allows various forms of tender security.

The tender security shall be:-

- a) An original Bank Guarantee that is strictly in the form and content as prescribed in the Tender Security Form (Bank Guarantee) in the Tender Document.
- b) Bidders were required to note that the tender security value will be KSH 100,000 as indicated in the bid data sheet clause 3.24.1.

3. TENDER VALIDITY

Bidders were required to note that validity of the tenders is 120 days from the date of tender opening and any tender valid for a shorter period shall be declared non responsive.

5. SUMMARY OF EVALUATION PROCESS

Bidders were required to note the evaluation process indicated in this section and note that the process is divided into the following mandatory criteria i.e.-

1. Preliminary Clause 6.1.
2. Technical Evaluation Clause 6.2.
3. Financial Evaluation Clause 6.3.

6. FORMS TO BE SUBMITTED

The following forms are to be submitted with the tender document fully filled signed and stamped as required.

- Declaration form duly completed and signed
- Tender form fully completed & signed.
- Confidential business questionnaire
- Tender security form

Bidders were notified that submission of the above forms should be strictly in the format shown in the tender document.

Bidders were reminded to sign and stamp the (business questionnaire) and the declaration form.

6. CLARIFICATIONS/CORRECTIONS

A clarification on list of previous customers as described in the bid data sheet was clause 3.16(f) was made. Tenderers are required to attach AT LEAST THREE full contact details including telephone, email and physical addresses.

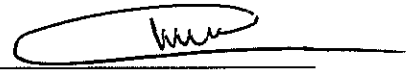
The drawing for steel gate is per the Kenya power corporate grill Sketch attached.

SIGNED:



Chairperson

Alice Theuri



Secretary

Josphat Munene

