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 | **File Ref:**  | KPI/10C.3/3/2 |
| **Date of Meeting** | 16th March, 2017 |
| **Venue of Meeting** | Stima Plaza, Auditorium |
|   | **Page No.** | 1 of 2  |
|  | **PRE-BID MEETING FOR SUPPLY OF CUSTOMER SATISFACTION SURVEY SERVICES TENDER NO. KPI/9AA-2/OT/CS/16-17** |
| **In Attendance** |   **KPLC PRESENT**1. Waceke Mbugua
2. Bernard Muturi
3. Christine Tum

**SUPPLIERS PRESENT**1. Silas Nyaga- Multimedia Consultancy Ltd
2. Norman Mwangi- VAS Consultants Ltd
3. Christopher Maina- GFK
4. Richard Wanjohi- GFK
5. Stanley Nyoro – PARS Research
6. Elijah Makau- PARS Research
7. Elizabeth Njoki- PARS Research
8. Simon Mwaniki- Intex Management Inst
9. Newton Njau- ConsumerPro
10. Mike Gachui- Wayo Company
11. Justin Kinoti- TKM Maestro
12. Gideon & Nicholas- IntraSpace Market Consultancy
13. George- Consumer Options
14. Samuel- Elikim Tech
15. Begi Cliff- Sigmund PEAK
16. Airo Mmata- Global Search Solutions
17. F. Mayaka- Mayaka Management Training
18. Martin Wangui- Emerens Ltd
19. Alexander Kranie- Geopoll Ltd
20. Justina Muthama- International Renaissance Centre
21. Mary Majuma- Consumer Options
22. Brenda Kiogora- Longate Investments Ltd
23. Karii Solutions
24. Mike Gachui- Wayo/Grass Company
25. Emily Were- IPSOS Ltd
26. Brigid Matheka- Bethel Global Investments
27. Danroo Enterprises
28. Samuel Mwangi
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| 1. Introduction
2. Steps for Online Supplier Registration
3. Clarifications of tender Document Items
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|  | **Key Take Outs** |
| **Min 1****Online New Supplier Registration** | * All new suppliers are required to register online at [www.kplc.co.ke](http://www.kplc.co.ke) in order to participate and submit the tender documents online through E-Procurement.
* The registration manual is available on the website under Public Information.

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|  **Min 2****Clarification of Tender Document Items** | 1. Clarification on the Instructions to Tenderers super cede the General Tender Conditions.
2. Clarification on Tender Security; it is Ksh. 70,000
3. Clarification on the Evaluation Criteria:
* Team Leaders should be permanent employees with appointment letters who will be based in the regions to supervise the data collection.
* Documentary evidence should be appointment letters.
* Evidence of Statistical Analysis tools can be dummy data on the system, screen-shots from eth system or other relevant proof will be accepted.
* Timelines is 6 weeks to get the final report, does not include the timeline for making presentations in the regions.
1. Forms provided to Tenderers including those forwarded to Banks should not be reformatted or any wordings changed.
2. Membership to ESOMAR or MSRA is a requisite.
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| **NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |